

## **Historic, Archive Document**

Do not assume content reflects current scientific knowledge, policies, or practices.



Ag 84 Pro  
Copy 4



United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

Program Aid  
Number 1265

# Child Care Food Program Management Manual for Institutions

U.S. DEPARTMENT OF AGRICULTURE  
FOOD AND NUTRITION SERVICE  
CURRENT SERIAL RECORDS

FEB 15 '83

U.S. DEPARTMENT OF AGRICULTURE  
FOOD AND NUTRITION SERVICE  
MANUAL



Revised October 1982

This is an equal opportunity program. If you believe you have been discriminated against because of race, color, national origin, sex, or handicap, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

## CONTENTS

	PAGE
CHAPTER I. INTRODUCTION	1
Section A. History	1
Section B. Who Administers the Program	2
1. Assistance from the Administering Agency	2
Section C. Definitions	5
CHAPTER II. PARTICIPATION REQUIREMENTS	7
Section A. Eligibility Requirements for Institutions	7
1. Seriously Deficient Institutions	7
2. Eligibility Requirements for Child Care Facilities	8
Section B. Specifics on Tax-Exempt Status	9
Section C. Specifics on Licensing or Approval	9
1. Renewal of Licensing or Approval	9
2. Alternate Types of Approval	9
3. Procedures for Alternate Child Care Standards Approval	10
4. Backlogs	10
Section D. Appeals and Fair Hearings	11
Section E. Applying for the Program	12
1. Retroactive Approval	12
2. Filling Out Forms	13
3. Signing the Forms - Authorized Representative	14
Chapter III. OPERATIONAL REQUIREMENTS	15
Section A. Sponsoring Organizations	15
1. Proprietary Title XX Centers	17



	PAGE
2. Training Requirements	17
a. Preapproval Visits	17
b. Preoperational Training	18
c. Annual Training	18
3. Review Requirements	18
Section B. Day Care Homes	19
Section C. Child Care Centers	20
1. Independent Centers	20
2. All Centers	20
Section D. Outside-School-Hours Care Centers	22
1. Independent Centers	22
2. All Centers	22
CHAPTER IV. FREE AND REDUCED-PRICE MEALS	26
Section A. Free and Reduced-Price Policy Statement	26
Section B. Pricing and Nonpricing Programs	26
1. Pricing Programs	26
2. Nonpricing Programs	27
Section C. Eligibility	27
1. How to Obtain Eligibility Information	28
Section D. Public Release	29
Section E. Identification of Needy Children	29
Section F. Eligibility for Providers' Children	29
CHAPTER V. MEAL PATTERNS	30
Section A. Meal Pattern for Infants	31
Section B. Meal Pattern for Ages 1-12	34
Section C. Meal Preparation	36
1. Onsite Preparation	36
2. Central Kitchen Preparation	36

	PAGE
3. Purchasing from a School	36
4. Purchasing from a Food Service Management Company or Commercial Vendor	36
Section D. Procurement Standards	37
Section E. Commodities or Cash in Lieu of Commodities	38
1. Day Care Homes	39
CHAPTER VI. PROGRAM REIMBURSEMENT	40
Section A. Advance Payments	40
1. Advance Payments to Sponsoring Organizations of Day Care Homes	41
Section B. Startup Payments	41
Section C. Reimbursement to Sponsoring Organizations of Day Care Homes	43
1. Administrative Payments	43
2. Food Service Payments	43
Section D. Reimbursement for Centers	44
1. Proprietary Title XX Centers	45
2. Blended Rate/Claiming Percentages	45
a. Claiming Percentages	45
b. Blended Rate	47
3. Actual Meal Count by Eligibility Category	48
4. Budget Planning - How to Estimate Reimbursement	50
Section E. Claims for Reimbursement	50
1. Suspending an Agreement	51
2. Claim Forms	51
3. Processing Claims for Reimbursement	51
4. Participation Controls	52

	PAGE
CHAPTER VII. RECORDKEEPING	53
Section A.    Retention of Records	53
Section B.    Recordkeeping System - Some Sound Advice	53
Section C.    Records to Support Meal Service	54
1.        Production Records	55
Section D.    Records to Support Program Costs	55
1.        Operating Costs	55
2.        Food Costs	56
a.    Onsite Meal Preparation	56
b.    Contract with School or Food Service Management Company	56
c.    Monthly Inventory	56
d.    Exceptions	57
3.        Records of Food Costs	57
4.        Food Service Labor Costs	58
a.    Amounts Eligible for Reimbursement	58
5.        Nonfood Supplies	58
6.        Purchased Services	58
7.        Administrative Costs	59
8.        Administrative Labor Costs	59
a.    Amounts Eligible for Reimbursement	59
9.        Administrative Supplies	60
10.       Mileage	60
Section E.    Official Visitors	60



## CHAPTER VIII. REFERENCES

Attachment A - FNS Regional Offices	62
Attachment B - Preoperation Visit Form for Sponsoring Organizations	64
Attachment C - Sponsoring Organization Monitor Review Form	65
Attachment D - Monitor Checklist	69
Attachment E - Sample Parent Letter	70
Attachment F - Child Care Food Program Income Eligibility Application and Income Eligibility Guidelines for Reduced-Price Meals	71
Attachment G - Public Release (Pricing Programs)	75
Attachment H - Public Release (Nonpricing Programs)	77
Attachment I - Agreement to Furnish Food Service (Institution/School)	79
Attachment J - CCFP Rates of Reimbursement - Food Service Payment Factors for Day Care Homes	80
Attachment K - CCFP Rates of Reimbursement - Sponsoring Organizations of Centers, Independent Child Care Centers, Independent Outside-School-Hours Care Centers	81
Attachment L - Checklist of Required Records	82
Attachment M - Daily Meal Count Sample Form	83
Attachment N - Sample Menu Record Form	84
Attachment O - Roster for Child Care Food Program Eligibility	86
Attachment P - Daily Menu Planning and Production Worksheet and Instructions	87
Attachment Q - Inventory Control Sheet and Instructions	90
Attachment R - Worksheet for Cost of Food Used	92

	PAGE
Attachment S - Records Necessary for Prorated Labor Costs	93
Attachment T - Summary Of Administrative Expenses	94
Attachment U - Administrative Mileage Record	95
Attachment V - Child Care Food Program Publications	96

Those who are responsible for feeding children in day care centers and day care homes have a great and dual responsibility:

1. To serve wholesome and attractive meals that meet children's nutritional needs.
2. To make meal time a pleasant and sociable experience.

The U.S. Department of Agriculture (USDA) and its Child Care Food Program (CCFP) share in this responsibility. Together, USDA and child care institutions can maintain a commitment to a high quality of care. USDA hopes that this handbook, beyond instructing institutions in the operation of an adequate program, will encourage the best program possible.

### Section A.

#### History

The Child Care Food Program (CCFP) was established by Congress in 1968 to provide meals to children in day care centers, settlement houses, and recreation centers. The program was created in response to the need to provide good nutrition to children in needy areas where there were large numbers of working mothers. The law provided limited Federal reimbursement for meals served to children by public or private nonprofit institutions.

Congress passed Public Law 95-627 in November 1978. This law made the program permanent and ensured that the program continued to provide quality nutrition. Under this law, any public or private nonprofit institution or sponsored facility that is licensed or approved to care for children may participate in the program. This includes child care centers, recreation centers, outside-school-hours care centers, family and group day care homes, and institutions providing day care for the handicapped.

Public Law 97-35 was enacted in August 1981. Under one provision, private, for-profit organizations receiving compensation from title XX of the Social Security Act are also eligible to participate if not less than 25 percent of the children enrolled in each calendar month are title XX beneficiaries. Another provision allows all eligible nonresidential institutions to receive reimbursement for providing meals to children 12 years of age and younger. The age limit for the children of migrant workers is 15 years of age and younger. Mentally or physically handicapped people can participate in the CCFP if they are enrolled in a child care center or facility that serves people primarily 18 years of age and under. Public Law 97-35 made further changes in the CCFP which will be discussed in this handbook.

Section B.

Who Administers  
the Program

At the national level, the U.S. Department of Agriculture's (USDA) Food and Nutrition Service (FNS) administers the CCFP. The national office develops regulations, publications, and forms, and establishes the policies necessary to carry out the program. The national office is also responsible for oversight of the program and providing guidance to ensure delivery of program benefits to those children who are eligible.

State educational agencies or, in some States, regional Food and Nutrition Service offices are the administering agencies that manage and direct the CCFP in each State. All Food and Nutrition Service regional offices are listed at the end of this manual (attachment A).

1. Assistance From  
the Administering  
Agency

Administering agencies are responsible for providing assistance to institutions. They will help institutions apply for the program and correct any food service problems. The administering agency will:

- \* Provide a sufficient number of people to administer the CCFP;
- \* Provide training on program rules and regulations, recordkeeping requirements, application procedures, food service operations, meal service techniques, and financial management;
- \* Review institutions and facilities to ensure that programs operate in accordance with program regulations. Provide guidance to institutions and facilities when necessary;
- \* Provide institutions with information on audits;
- \* Each year, notify all nonparticipating institutions and facilities about the availability of the program and the benefits it provides;
- \* Process applications and approve or deny them in a timely manner;
- \* Assist centers and homes in getting alternate approval as a child care facility when they have problems obtaining a license;
- \* Reimburse institutions for eligible meals and other allowable expenses;
- \* Provide commodities or cash in lieu of commodities;
- \* Provide forms, publications, and guidelines to help institutions and facilities operate the program;
- \* Establish an appeal procedure to follow when the administering agency makes a decision that affects participation or reimbursement;



- \* Make sure that institutions and facilities do not discriminate against anyone because of their race, color, national origin, sex, or handicap.

Administering agencies will make sure institutions and facilities follow program rules so they provide maximum benefits to children. They do this by carefully processing applications from institutions, visiting institutions and facilities to review their operations, training institution personnel, and auditing program records. Administering agencies will also process payments to institutions for meals served to enrolled children.

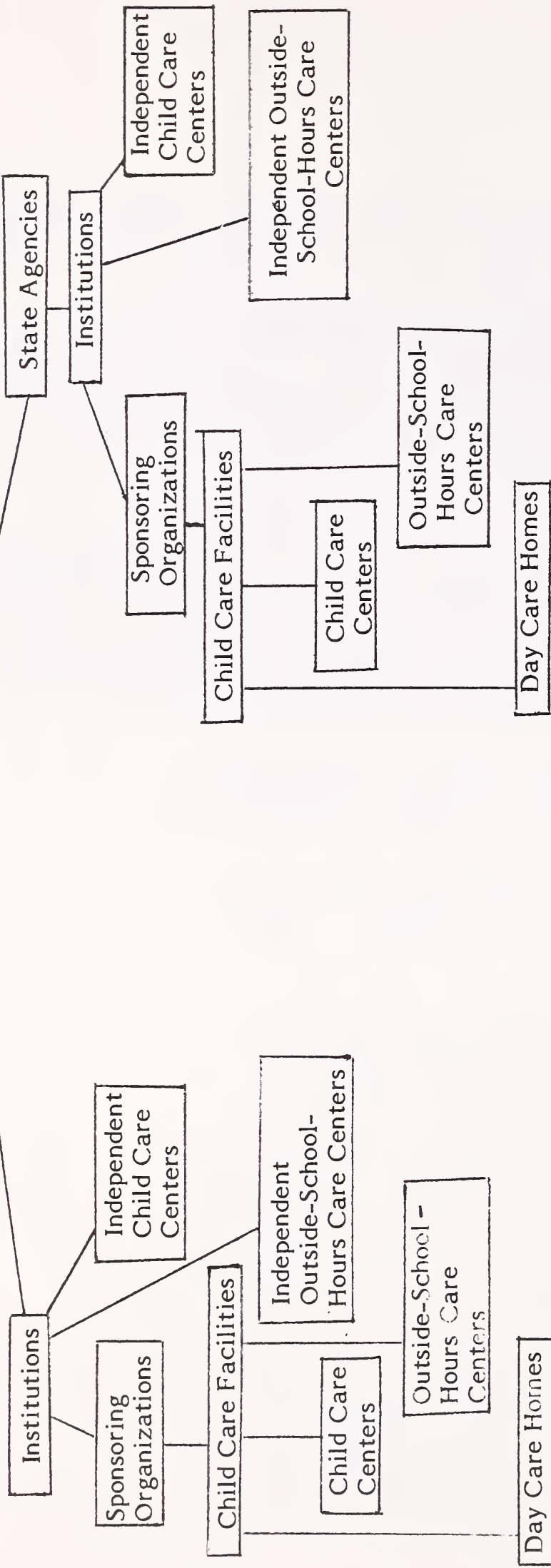
It is important to remember that the administering agency is available to help institutions in operating an effective program. Institutions should seek help from the administering agency whenever they need it.

The following organizational chart shows the general setup of the CCFP, from the national and State administrators down to actual child care operations at the local level.



U.S. DEPARTMENT OF AGRICULTURE  
FOOD AND NUTRITION SERVICE

FNS Regional Office



## Section C.

### Definitions

A basic understanding of the CCFP must begin with a familiarity with each of the following definitions:

Institutions are public or private nonprofit sponsoring organizations, independent child care centers, or independent outside-school-hours care centers that sign an agreement with the administering agency. The institution assumes final administrative and financial responsibility for food program operations.

Sponsoring Organizations are (1) public or private nonprofit organizations that are entirely responsible for the administration of the food program in any child care facilities under their authority. Such organizations include churches, community agencies, school boards, local governments, and others or (2) for-profit organizations that are entirely responsible for administration of the program in child care centers and in outside-school-hours care centers. (They must also be part of the same legal entities as nonprofit sponsoring organizations and be proprietary title XX centers).

Child Care Facilities are licensed or approved child care centers, outside-school-hours care centers, and day care homes that participate in the food program under the authority of a sponsoring organization.

Child Care Centers are (1) public or private nonprofit organizations that are licensed or approved to provide nonresidential child care services to enrolled children who are primarily of preschool age or (2) private, for-profit centers that are licensed or approved to provide nonresidential day care services for which they receive compensation under title XX of the Social Security Act (where not less than 25 percent of the children enrolled in each calendar month are title XX beneficiaries). Child care centers include, but are not limited to, day care centers, settlement houses, neighborhood centers, Head Start centers, and organizations providing day care services for handicapped children. Child care centers may participate in the program as independent centers or under the authority of a sponsoring organization.

Outside-School-Hours Care Centers (OSHCC) are (1) public or private nonprofit organizations or (2) private, for-profit centers that receive compensation under title XX of the Social Security Act (where not less than 25 percent of the children enrolled in each calendar month are title XX beneficiaries). OSHCC must be licensed or approved to provide nonresidential child care services before or after school to enrolled children who are primarily of school age. Outside-school-hours care centers may participate in the program as independent centers or under the authority of a sponsoring organization.

Proprietary title XX Centers are private, for-profit centers that are licensed or approved to provide nonresidential day care services for which they receive compensation under title XX of the Social Security Act where not less than 25 percent of the children enrolled in each calendar month are title XX beneficiaries.

Day Care Homes are licensed or approved private homes that provide organized nonresidential care for enrolled children. Day care homes may participate in the program only if they are sponsored by an eligible organization.



Getting down to specifics, this section tells you what you need to know about:

- \* The basic eligibility requirements for institutions and facilities.
- \* Tax-exemption and licensing.
- \* The operational responsibilities of sponsoring organizations, child care centers, outside-school-hours care centers, proprietary title XX centers, and day care homes.

### Section A.

#### Eligibility Requirements for Institutions

First, institutions must agree to accept final administrative and financial responsibility for operating the program. Second, institutions must assume such duties as submitting applications for participation for themselves and for their facilities (if applicable), providing training and technical assistance, ensuring that meals served meet the meal pattern requirements, and complying with requirements related to the financial aspect of the program. This last requirement, relating to the all-important financial requirements, includes keeping appropriate cost and meal records to support those costs and meals to be claimed for reimbursement. What institutions cannot do is contract out for the entire management of the program. Nor can institutions participate in both the CCFP and the Special Milk Program at the same time.

(NOTE: Institutions also need to know how tax-exemptions and licensing will affect them. Therefore, please see sections B and C in this chapter.)

#### 1. Seriously Deficient Institutions

For a variety of reasons, the administering agency may not approve an institution's application or may discontinue an institution's participation in the program. Some of these reasons are:

- \* Being seriously deficient in the operation of any Federal child nutrition program within the past 3 fiscal years, unless the administering agency and the USDA determine that necessary corrective action has been taken that will prevent the deficiency from occurring again. If an institution has been determined as seriously deficient in operating a Federal child nutrition program, the institution can be readmitted to the program in less than 3 years. But the institution must prove to the administering agency and to USDA that it has corrected the deficiencies in operating the program that justified the determination of it being seriously deficient;
- \* Submitting false information;
- \* Failing to keep records;

- \* Claiming for meals not served to children;
- \* Serving meals that do not meet program requirements;
- \* Not complying with bid or contract requirements;
- \* Claiming for meals served by a proprietary title XX center during any calendar month when less than 25 percent of the enrolled children are title XX beneficiaries;
- \* Failing to submit all claims for reimbursement in any prior year;
- \* Failing to adjust meal preparation or meal orders to meet the needs of children who are actually present;
- \* Using food service management companies that are in violation of health codes;
- \* Failing to return disputed startup or advance payments to the administering agency;
- \* Failing to disburse payments to centers or homes according to the approved management plan.

If an institution's application for participation or request for advance or startup payments is denied, the institution may request an appeal of the denial through the fair hearing procedure.

#### Eligibility Requirements for Child Care Facilities

A facility must meet the following eligibility requirements. They must be:

- \* Nonresidential. In other words, the facility cannot provide child care services 24 hours a day every day to enrolled children. Of course, this restriction does not apply to children who are program participants in their own homes.
- \* Public or tax-exempt under the Internal Revenue Code of 1954. (See section B for specifics on tax-exempt status.) The only exceptions from this requirement are day care homes and proprietary title XX centers.
- \* Licensed or approved to provide child care services. (See section C for more information.)



## Section B.

### Specifics on Tax-Exempt Status

To participate in the CCFP, institutions except for independent proprietary title XX centers and sponsoring organizations of proprietary title XX centers must be: (1) public (and are therefore automatically tax-exempt), or (2) private nonprofit organizations.

A private organization is nonprofit if it has tax-exempt status under the Internal Revenue Code of 1954, or it is taking steps towards complying with the requirements for tax-exempt status under this Federal Code, or it is currently operating another Federal program requiring nonprofit status. An institution that has applied to the Internal Revenue Service (IRS) for tax-exempt status may participate in the program while IRS reviews the application. If IRS denies the application for tax-exempt status, the institution must notify the administering agency immediately. The administering agency must then discontinue the institution's participation in the CCFP. If IRS has not notified the institution of its tax-exempt status within 12 months after the institution filed the application and IRS shows that the institution did not provide all the required information, the administering agency must discontinue the institution's participation in the program until it receives tax-exempt status.

## Section C.

### Specifics on Licensing or Approval

#### 1. Renewal of Licensing or Approval

Each independent child care center, independent outside- school-hours care center and sponsored child care facility must have Federal, State, or local licensing or approval to provide day care services to children. Centers or facilities that are complying with procedures for renewing licenses or approvals may participate in the program during the renewal process unless the administering agency has information that indicates that renewal will be denied.

#### 2. Alternate Types of Approval

Licensing or approval may not be available to centers or facilities when (1) no Federal, State, or local licensing or approval standards have been established for the center or facility, (2) no mechanism exists to determine compliance with licensing or approval standards, or (3) licensing authorities are dealing with application backlogs and are unable to act on an application within a reasonable period of time.

Centers and facilities can meet the licensing requirement for participation if they can:

- \* Document that they receive title XX funds;

- \* Show that they are complying with applicable State or local child care standards if they do not receive title XX funds; or
- \* Show that they are complying with CCFP child care standards, if they do not receive title XX funds.

Institutions may choose which of the three child care standards (State, local, or CCFP) they wish to meet. (NOTE: The administering agency can provide additional information about State child care standards and CCFP child care standards.)

### 3. Procedures for Alternate Child Care Standards Approval

First, independent centers and sponsoring organizations, on behalf of their facilities, must submit an application for program participation to the administering agency.

Second, when the applicant indicates that licensing or approval is not available because Federal, State, or local child care standards do not exist for that specific type of center or facility, the administering agency will notify the center or sponsoring organization that the application is still incomplete.

Third, the agency will send the center or sponsoring organization this notice within 15 calendar days after receiving the incomplete application. The notice will include step-by-step information on how to demonstrate that the center or facility complies with overall State child care standards or with Federal CCFP child care standards.

If general local child care standards are available, and the institution wants to comply with these standards, the administering agency may require the institution to identify and submit these standards. At a minimum, the administering agency will require the institution to submit health or sanitation and fire or safety permits for all centers and facilities seeking approval based on alternate child care standards. Institutions having problems obtaining health and fire permits should contact the administering agency. That office may be able to advise the institution of the appropriate officials to contact.

As soon as the institution can demonstrate that it or its facilities comply with alternate child care standards, the administering agency can begin processing the application.

### 4. Backlogs

Unlicensed and unapproved centers and facilities may still be eligible when licensing or approval standards do exist in the State, but the licensing authority has a backlog in approving licenses. Listed below is a step-by-step procedure that must be followed by those centers and facilities in a backlog situation:



Step 1 - When the institution submits the application for CCFP participation, it must be sure to include evidence that the center or facilities have already applied for licensing.

Step 2 - The administering agency will notify the center or sponsoring organization within 15 days, explaining that the application is incomplete. The notice will include information on how the center or facility can demonstrate that it complies with State or CCFP child care standards. If an institution wishes to comply with local child care standards, the administering agency may require the institution to submit those standards. The center or sponsoring organization, on behalf of its facilities, must begin to comply with one of these sets of standards.

Step 3 - When the applicant requests approval under the alternate approval procedures for backlogs, the administering agency cannot determine eligibility until 90 days after receiving the institution's application. The application must include documentation that shows the institution has applied for licensing. In the interim period, the licensing authority may be able to grant the license using normal procedures.

Step 4 - When the licensing authority notifies the center or facility that they have been licensed or have been denied a license, the institution must then notify the administering agency. The administering agency must discontinue the participation of the center or facility in the CCFP (1) if the licensing authority denies the request for a license or (2) if, 1 year after the administering agency approves the center or facility to participate in the program, the licensing authority indicates that the center or facility has not followed the instructions it provided to meet licensing requirements.

Some administering agencies are exempt from approving institutions and facilities in this situation because of State law. The administering agency will let institutions know if it is unable to grant alternate approval.

#### Section D.

##### Appeals and Fair Hearings

A sponsoring organization or independent child care or outside-school-hours care center may appeal adverse administrative actions through the fair hearing system. Such administrative actions include:

- \* Denial of the institution's application for participation;
- \* Denial of an application submitted by a sponsoring organization on behalf of a facility;
- \* Termination or suspension of an institution or facility;

- \* Denial of the institution's application for startup funds;
- \* Denial of an advance payment;
- \* Denial of all or a part of a claim for reimbursement;
- \* Demand to be paid back any overpayment.

A number of specific steps must be followed in the fair hearing system. Under the CCFP regulations, each administering agency must develop a procedure to provide for the fair hearing and appeal of the above actions. If the regional office of USDA serves as the administering agency, the FNS Administrative Review Staff handles the fair hearing and appeals procedure.

The administering agency must provide institutions with the proper procedure to follow in the event of an adverse administrative action. An institution must file a written request for an appeal within 15 calendar days of receiving notification that one of the above actions has been taken against it.

## Section E.

### Applying for the Program

Regulations require that the administering agency establish an annual application process for CCFP participation. When an institution applies for the program, it must complete a variety of forms. If an institution needs help in completing the appropriate application forms, the administering agency will help.

### 1. Retroactive Approval

The administering agency must notify the institution of approval or disapproval for participation in the program within 30 days after the institution files a complete and correct application. If the application is incomplete or incorrect, the administering agency will notify the institution within 15 days that it cannot approve the application.

The administering agency may approve an institution or facility for reimbursement for the month prior to the actual approval, if substantial evidence indicates that the institution or facility maintained records to support reimbursement. (For example, if the administering agency approves an institution's application on May 15, and it has been keeping accurate records as required under program regulations, the administering agency may be able to approve the institution for reimbursement dating back to April 1.)



This retroactive approval does not apply to sponsoring organizations of day care homes that are new to the program. Because reimbursement is based on an approved budget and management plan, most sponsoring organizations will not have the required documentation to support reimbursement before the administering agency approves the application.

## 2. Filling Out Forms

There are certain kinds of information that are necessary for participation in the program, though the forms for getting that information may vary. Therefore, the following is a list of the types of forms institutions may need to complete to apply for the program.

### Application and Agreement for Startup Payments

Startup payments are available on a one-time-only basis to sponsoring organizations that wish to develop or expand successful program operations in day care homes. The form for applying for these funds should include evidence of public or nonprofit status, a realistic plan for recruiting homes, and a plan for organizing the program that includes pre-approval visits and training.

### Application for Child Care Centers and Outside-School-Hours Care Centers

Asks questions about public or nonprofit status, licensing, planned meal service, eligibility of enrolled children, and staffing patterns.

### Application for Sponsoring Organizations

Requests information about public or nonprofit status, planned meal service, eligibility status of enrolled children, administrative and food service budgets, and staffing patterns. It also asks for a management plan that includes information about training, reviewing the facilities, and distributing reimbursement to facilities for the meals they served.

### Application for Day Care Homes

Is a short form. It asks questions about licensing, enrolled children, and the meals served in each home. The form can be completed either by the sponsoring organization or by the home.

### Agreement Between Sponsoring Organization and Homes

Is a bill of rights and responsibilities of the provider and the sponsoring organization. Both the provider and the sponsoring organization must sign the form.



### Agreement

The responsibilities of the institution and the administering agency are both spelled out in this one. It outlines the institution's approved administrative budget and the types of reimbursement the institution will receive. It includes the civil rights assurance and a list of centers and/or homes approved to operate a food service under the CCFP. The administering agency and the institution must sign the agreement.

### CCFP Child Care Requirements for Nonlicensed Institutions

Is for those institutions that must seek the alternate approval under the CCFP child care standards.

### State Child Care Requirements for Nonlicensed Institutions

Is developed by each State's administering agency for institutions desiring to comply with State child care standards.

### Policy Statement

States the institution's status or the status of its facilities as pricing or nonpricing programs. It includes the use of current family size and income eligibility guidelines, and the institution's assurance that no child will be discriminated against during the course of the food service. More information on this policy is provided in chapter IV of this manual.

### 3. Signing the Forms - Authorized Representative

All of the forms described in this section must be signed by the person elected or appointed to assume legal responsibility for the institution, or the person to whom this authority has been delegated. If a delegated person signs the form, the institution must provide a letter with its application stating this delegation of authority. The legal representative may vary from one institution to the next. The signer might be the chairman of the board of directors, the president of the institution, a public official like the mayor (if a public institution), or the superintendent of education. The pastor of a church may be able to sign for church-sponsored programs if the governing body of the church has authorized the pastor to assume this responsibility.

The following sections outline operational requirements for participation in the Child Care Food Program.

Section A.

Sponsoring  
Organizations

To participate in the CCFP, a sponsoring organization must do the following.

- \* Submit an annual application for participation, or submit renewal materials for itself and each facility it sponsors. This application must include:
  1. Evidence of the sponsoring organization's nonprofit status. (This does not apply to sponsoring organizations of proprietary title XX centers.)
  2. Documentation about the eligibility status of child care facilities (such as licensing or approval actions), or documentation that not less than 25 percent of the children enrolled during the most recent calendar month in each proprietary title XX center under the sponsoring organization's jurisdiction were title XX beneficiaries.
  3. A management plan that includes an administrative budget.
  4. A nondiscrimination and free and reduced-price policy statement.
  5. A public release announcing the availability of the program and if applicable income eligibility guidelines (releases for radio, television, or the press).
- \* Accept final administrative and financial responsibility for program operations in all facilities it sponsors.
- \* Provide adequate supervisory and operational personnel for managing and monitoring the program.
- \* Establish procedures to collect and maintain all necessary program records from all facilities it sponsors. These records must include:
  1. Copies of all applications from facilities and supporting documents the sponsoring organization submitted to the administering agency for approval;
  2. Documentation of enrollment of each child;

3. Documentation of the family's size and income for each enrolled child who is determined eligible for free and reduced-price meals at child care centers and outside-school-hours care centers;
4. Documentation of the family's size and income from day care home providers' own children who are determined to be eligible for free and reduced-price meals;
5. For such proprietary centers under the auspice of the sponsoring organization, documentation that the center provides nonresidential day care services for which it receives compensation under title XX of the Social Security Act and certification that not less than 25 percent of the children enrolled during the most recent calendar month were title XX beneficiaries;
6. Daily attendance records;
7. Copies of daily menus and any other food service records required by the administering agency;
8. Daily meal counts listing the number of meals, by type, served to enrolled children;
9. If applicable, daily meal counts listing the number of meals, by type, served to adults working on the food service in child care centers and outside-school-hours care centers;
10. Copies of invoices, receipts, or other records required by the administering agency to document administrative costs, operating costs for child care centers and outside-school-hours care centers, and income to the program;
11. Copies of all claims for reimbursement the sponsoring organization submitted to the administering agency;
12. Receipts for all program payments made by the administering agency;
13. Information on training session date(s) and location(s), participants' names, and the topics covered in the sessions;
14. Information about the location, date, and details of each facility review;
15. Documentation of the dates and amounts of disbursements to each facility.



- \* Distribute advance payments to each day care home no later than 5 days after receiving the provider's records for the month that the advance was paid.
- \* Distribute food service reimbursement to each day care home within 15 working days after receiving it from the administering agency.
- \* Distribute reimbursement to each child care center and/or outside-school-hours care center within 15 days after receiving it from the administering agency.
- \* Ensure that proprietary title XX centers do not claim reimbursement in any month when less than 25 percent of the enrolled children are title XX beneficiaries.
- \* Maintain all program payments in a noninterest-bearing account between the date of receipt from the administering agency and the date of disbursement to the facilities.
- \* Ensure proper use of donated commodities if the sponsoring organization's facilities receive them.
- \* Sign an agreement with each day care home it sponsors.

#### 1. Proprietary Title XX Centers

In addition to complying with the above-mentioned requirements, sponsoring organizations of proprietary title XX centers must meet other responsibilities as outlined below.

A for-profit organization is eligible to serve as a sponsoring organization only for proprietary title XX centers that are part of the same legal entity as the sponsoring organization. Sponsoring organizations of proprietary title XX centers are not eligible to sponsor (1) proprietary title XX centers that are legally distinct from the organization, (2) day care homes, or (3) public or private nonprofit centers.

#### 2. Training Requirements

##### a. Preapproval Visits

Each sponsoring organization must provide technical assistance to the facilities it sponsors. This assistance must include pre-approval visits to each child care facility that wishes to participate in the program under the sponsoring organization. During a pre-approval visit, the sponsoring organization must discuss program benefits and requirements and make sure that the facility is capable of providing the proposed food service.

b. Preoperational Training

Training is absolutely vital if the CCFP is to operate properly at all facilities under a sponsoring organization. Each sponsoring organization must thoroughly train child care facility staff members on all program duties and responsibilities before the facility starts its program. This training should emphasize food service procedures and recordkeeping requirements. Only those facilities with staff who understand program rules and requirements will be able to efficiently run the program.

c. Annual Training

The sponsoring organization must provide training at least once a year for all administrative and operational staff to review program requirements. New staff should be thoroughly trained before beginning their work in the program.

The sponsoring organization must keep a written record to document the location and date of each training session, the names of the staff present at the training session, and the topics covered.

3. Review Requirements

For any sponsoring organization's program to be successful and to run smoothly, it is essential that it closely monitor all food service operations in its facilities. Adequately monitoring the program will help to make it easier to correct any problems that arise during the operation of the program. Sponsoring organizations must review and monitor the food service operations in all facilities it sponsors. These reviews must assess compliance with meal pattern, recordkeeping and other requirements. The sponsoring organization must keep documents on file on the location and date of each facility review, any problems noted, and the corrective action required and completed. The sponsoring organization should also maintain records documenting assistance and guidance it has provided to a facility to complete corrective action(s).

Facility reviews must be scheduled according to the following requirements.

Child Care Centers

Review food service operations three times a year at each child care center. One of these reviews must be made during the center's first 6 weeks of operation and not more than 6 months can elapse between each review.

Day Care Homes

Review food service operations three times a year at each day care home. One of these reviews must be made during the home's first 4 weeks of operation and not more than 6 months can elapse between each review.



### Outside-School-Hours Care Centers

Review food service operations six times a year at each outside-school-hours care center. One of these reviews must be made during the center's first 4 weeks of operation and not more than 3 months can elapse between each review.

The Reference section includes forms that sponsoring organizations may use when they review facilities (attachments B, C, and D).

### Section B.

#### Day Care Homes

It is important that day care homes comply with all the requirements listed below. To participate in the CCFP, day care homes must:

- \* Participate under the authority of a sponsoring organization.
- \* Sign an agreement with the sponsoring organization that specifies the rights and responsibilities of both parties.
- \* Prepare and serve meals that meet the program meal pattern requirements.
- \* Maintain accurate records on daily menus, daily count of the number of meals served to enrolled children, and daily count of the number of enrolled children in attendance.
- \* Serve meals at no separate charge to enrolled children.
- \* Promptly inform the sponsoring organization about any change in the number of children enrolled for care or any change in its licensing or approval status.
- \* Serve only those meal types that have been approved by the administering agency for reimbursement.
- \* Submit family size and income information to the sponsoring organization to document their own children's eligibility for free and reduced-price meals.

## Section C.

### Child Care Centers

Child care centers may participate in the CCFP either as independent centers or under the authority of a sponsoring organization.

#### 1. Independent Centers

Independent child care centers must:

- \* Submit an annual application for participation, or submit renewal materials. This application must include:
  1. Evidence of nonprofit status, except for proprietary title XX centers;
  2. Documentation about the eligibility status of the center (such as licensing or approval actions);
  3. Nondiscrimination and free and reduced-price policy statement;
  4. A public release announcing the availability of the program and USDA's income eligibility guidelines for free and reduced-price meals (releases for radio, television, or the press).
- \* Maintain records that include:
  1. Copies of all claims for reimbursement submitted to the administering agency;
  2. Receipts for all program payments made by the administering agency;
  3. Information on training session date(s), location(s), topics, and participants' names.
- \* Accept final administrative and financial responsibility for program operations in the center.

#### 2. All Centers

All child care centers, independent or sponsored, must:

- \* Provide adequate supervisory and operational personnel for managing and monitoring the program.
- \* Comply with the following meal requirements:

1. May serve either (a) two meals (breakfast, lunch, or supper) and a snack per day per child, or (b) one meal (breakfast, lunch, or supper) and two snacks per day per child;
  2. May not claim reimbursement for meals served to children who are not enrolled;
  3. May not claim reimbursement for more than three meals served daily to each child. If three meals are served, at least one must be a snack;
  4. May not claim reimbursement for (a) meals served to children that exceed the authorized capacity of the center, at any one time, or (b) meals served at any proprietary title XX center during any calendar month where less than 25 percent of the enrolled children are title XX beneficiaries;
  5. Must serve meals that meet the meal pattern requirements.
- \* Establish procedures to collect and maintain all necessary program records. These records must include:
1. Copies of all applications and supporting documents submitted to the administering agency for approval;
  2. Documentation of enrollment of each child;
  3. Documentation of family size and income information for each enrolled child who is determined to be eligible for free and reduced-price meals;
  4. Daily attendance records;
  5. Copies of daily menus and any other food service records the administering agency requires;
  6. Daily meal counts, listing the number of meals, by type, served to enrolled children;
  7. If applicable, daily meal counts listing the number of meals, by type, served to adults working on the food service;
  8. Invoices, receipts, or other records the administering agency requires to document administrative costs, operating costs, and income to the program.



## Section D.

### Outside-School-Hours Care Centers

Outside-school-hours care centers may participate in the CCFP as independent centers or under the authority of a sponsoring organization.

#### 1. Independent Centers

Independent outside-school-hours care centers must:

- \* Submit an annual application for participation, or submit renewal materials. This application must include:
  1. Evidence of nonprofit status except for proprietary title XX centers;
  2. Documentation on the eligibility status of the center (such as licensing or approval actions);
  3. Nondiscrimination and free and reduced-price policy statements;
  4. A public release announcing the availability of the program and USDA's income eligibility guidelines for free and reduced-price meals (release for radio, television, or the press).
- \* Maintain records that include:
  1. Copies of all claims for reimbursement the center submitted to the administering agency;
  2. Receipts for all program payments made by the administering agency;
  3. Information on training session date(s) and location(s), participants' names, and the topics covered in the sessions.
- \* Accept final administrative and financial responsibility for program operations in the center.

#### 2. All Centers

All outside-school-hours care centers, whether independent or sponsored, must:

- \* Provide adequate supervisory and operational personnel for managing and monitoring the program;
- \* Establish procedures to collect and maintain all necessary program records. These records must include:



1. Copies of all applications and supporting documents the institution submitted to the administering agency for approval;
2. Documentation of enrollment for each child;
3. Documentation of family size and income for each enrolled child who is determined to be eligible for free and reduced-price meals;
4. Daily attendance records;
5. Copies of daily menus;
6. Daily count of the number of meals prepared or delivered for each meal service;
7. Daily meal counts listing the number of meals, by type, served to enrolled children;
8. If applicable, daily meal counts listing the number of meals, by type, served to adults working on the food service;
9. Copies of invoices, receipts, or other records required by the administering agency to document administrative costs, operating costs, and income to the program.

\* Comply with the following meal requirements.

1. May serve a breakfast, snack, and supper to enrolled children outside of school hours, with prior approval from the administering agency;
2. May serve a lunch on weekdays to enrolled children attending schools that do not offer a lunch program, with prior approval from the administering agency as long as not more than three meals are served daily to each child;
3. May serve lunch to enrolled children during school vacations, including weekdays and holidays, with prior approval from the administering agency as long as not more than three meals are served daily to each child;
4. May not operate the program on weekends only;
5. May not claim reimbursement for meals served to children who are not enrolled;

6. May not claim reimbursement for meals served to children that exceed the authorized capacity of the center at any one time, or for meals served at any proprietary title XX center during any calendar month where less than 25 percent of the enrolled children are title XX beneficiaries;

7. May not claim reimbursement for more than three meals served daily to each child. If three meals are served, at least one must be a snack.

\* Meet the following meal service requirements when serving approved meal types.

1. Must have 3 hours between the beginning of one meal service and the beginning of another, except that there must be 4 hours between lunch and supper when no afternoon snack is served between the lunch and supper;

2. Must not allow the service of the lunch and supper to last more than 2 hours;

3. Must not allow the service of breakfast and snacks to last more than 1 hour;

4. Must begin serving supper no later than 7 p.m. and end serving no later than 8 p.m.

\* Ensure that an adequate number of food service staff supervise each meal service.

\* Provide training for food service staff.

\* Ensure that food service staff:

1. Serve meals only to children enrolled for care;

2. Serve meals only to adults who perform necessary food service labor;

3. Serve meals that meet the meal pattern requirements;

4. Serve meals according to the meal time requirements;

5. Make sure that children eat all meals at the center;

6. Maintain accurate records;

7. Promptly adjust the number of meals prepared or ordered to meet the needs of the children who are actually present each day.

\* Nonresidential public or private nonprofit schools may participate in the program as outside-school-hours care centers if:

1. They have children who are enrolled in a regularly scheduled child care service;

2. The program is organized for the purpose of providing child care services;

3. The center maintains program records separately from the food service records of other meals served at the school.

School activities organized for purposes other than child care are not eligible to participate in the CCFP. School clubs, athletic teams, or other extracurricular programs organized primarily for scholastic, cultural, or athletic purposes cannot participate in the CCFP.



To operate the CCFP and receive reimbursement, centers must keep accurate records on the eligibility of enrolled children for free or reduced-price meals.

Reimbursement for meals served to children enrolled in child care centers and outside-school-hours care centers is based on the numbers and types of meals served and the eligibility of enrolled children for free, reduced-price, and paid meals. The administering agency calculates institutions' reimbursement rates based on the number of enrolled children who are eligible for free and reduced-price meals. For this reason, it bears repeating that children's eligibility information must be maintained by all independent child care centers, outside-school-hours care centers, and organizations sponsoring these types of facilities.

Please read on for important details.

#### Section A.

##### Free and Reduced-Price Policy Statement

A policy statement is a document that the institution submits to the administering agency that lists the agency's and the center's operating procedures and practices for the service of free and reduced-price meals. Each institution must submit a written policy statement for approval with its annual application for participation. No institution may be approved or renewed for participation in the program unless this policy statement is approved by the administering agency. (Please see the Form, "Policy Statement" page 14)

#### Section B.

##### Pricing and Nonpricing Programs

There are two types of pricing systems in the program, both of which are tied into the program's free and reduced-price meal policy. They are "pricing" and "nonpricing" programs.

##### 1. Pricing Programs

Pricing programs are those in which a child is charged for the meal to make up the difference between the CCFP meal reimbursement and the actual cost of serving the meal to an enrolled child. This may be a direct payment from the child at the time the meal is served or it can be included as part of a tuition payment specifically earmarked for food service. Institutions receiving these payments must follow specific rules according to the CCFP regulations. These include:

- \* Identifying the method that is used to accept applications for free and reduced-price meals,
- \* Identifying the method used to collect payments from children paying the full or reduced price of the meal that will protect the anonymity of the children,

- \* A hearing procedure for the parents to challenge the eligibility determination for free or reduced-price meals and,
- \* Specific guidelines that must be followed concerning the charge that may be made for the meals.

Institutions should contact their administering agency for more specific guidelines concerning pricing programs.

## 2. Nonpricing Programs

Nonpricing programs are those in which no separate charge is made for the meals served to children. The majority of institutions participating in the CCFP are nonpricing programs. Sponsoring organizations of day care homes cannot serve meals at a separate charge to children enrolled in the homes, and therefore must participate as nonpricing programs. In a nonpricing program, if a payment is required for the child, it is made in the form of a general tuition charge that covers all areas of child care services provided by the institution. There are no tuition payments specifically earmarked for food service. Therefore, there is no separate charge for the meals, nor is money exchanged at mealtime. All nonpricing institutions must develop a policy statement that consists of an assurance that all children are served the same meals at no separate charge, regardless of race, color, national origin, sex, or handicap and that there is no discrimination in the course of the food service. The administering agency will provide institutions with guidance about the standard policy statement. (Also, see section A of this chapter.)

## Section C.

### Eligibility

Family size and income information must be collected from parents of children enrolled in child care centers and outside-school-hours care centers at least once each year. This is because the CCFP reimbursement for meals is based on the number and types of meals served and on the eligibility of the enrolled children. USDA reimburses all three categories of meals (free, reduced-price, and paid) at different rates of payment per meal and eligibility category. Institutions usually collect family size and income information at the time of application for program participation. The information collected from the parent(s) must be compared to USDA's income eligibility guidelines in order to determine the eligibility category in which the child's meals fall. The income standards for CCFP eligibility for free and reduced-price meals are standards prescribed annually on the basis of the USDA's income eligibility guidelines for determining eligibility for free and reduced-price meals under the National School Lunch Program and the School Breakfast Program. The administering agency will make these income standards available to all institutions either participating or wishing to participate in the CCFP.



A free meal is a meal served to a child whose family income eligibility level based on family size and gross income is at or below the eligibility standards for free meals according to USDA's income eligibility guidelines. The institution must ensure that a current income eligibility application from the parent(s) is on file to document that the meals served to the child may be claimed as free meals.

A reduced-price meal is a meal served to a child whose family income eligibility level based on family size and gross income does not meet the requirements for free meals, but is at or below the eligibility standards for reduced-price meals according to the USDA's income eligibility guidelines. The institution must ensure that a current income eligibility application from the parent(s) is on file to document that the child is eligible for reduced-price meals.

A paid meal is a meal served to a child whose family income eligibility level based on family size and gross income does not meet the eligibility standards for free or reduced-price meals according to the USDA's income eligibility guidelines, or for which no income eligibility application has been filed by the parent(s).

1. How to  
Obtain  
Eligibility  
Information

Each institution participating in the CCFP must obtain family size and gross income information for each child enrolled in child care centers and outside-school-hours care centers. This information must be on file to document the eligibility of the enrolled children for free and reduced-price meals. This information must be obtained from an income eligibility application that is sent to and returned by the parent(s). The application must also request the social security numbers of all adult members of the household, and it must include only the reduced-price income eligibility guidelines. This family information (family size, gross income, and social security numbers of adult members of the household) must be collected annually by the institution.

The Reference section at the end of this manual includes a copy of a sample letter to parents and an income eligibility application that can be used to obtain eligibility information (attachments E and F).

Occasionally, a welfare agency may place a foster child in the program. In order to determine the child's eligibility for free or reduced-price meals, the determining official may consider the child to be a family of one, and the child's income is the welfare payment for his or her care. If the institution cannot get information on the family size and gross income of an enrolled child or social security numbers of all adult members of the child's family or does not want to ask the parent(s) for this information, the child's meal must be classified as a "paid" meal.



The administering agency will provide guidance on any questions institutions may have about determining the eligibility of enrolled children.

#### Section D.

##### Public Release

Institutions must annually prepare a notice announcing their intention to operate a USDA-funded food service in order to comply with the CCFP's free and reduced-price meal policy rules. This notice must include the USDA's income eligibility guidelines for free and reduced-price meals. It must also include the statement that the institution does not discriminate against any child because of race, color, national origin, sex, or handicap. The institution must send a copy of this public release, along with any other information it wishes to include, to one or more newspapers or radio or television stations that serve its area. The institution should keep one copy for its files and send one copy to the administering agency. Whether or not the media use the public release, the institution has fulfilled its responsibility when it sends the release to them.

Any brochures, news articles, or bulletins the institution sends out to the public should state that admission is open to all children regardless of race, color, national origin, sex, or handicap. The Reference section at the end of this handbook includes a copy of sample public releases that may be used by pricing and nonpricing programs (attachments G and H).

#### Section E.

##### Identification of Needy Children

CCFP rules require that there can be no obvious identification of needy children. This is very important so as not to cause any embarrassment to a child. Therefore, the information parents submit on free and reduced-price statements and the eligibility status of the child is CONFIDENTIAL. Again, programs that have a separate charge to the child for meals must be careful not to identify the needy child during the actual meal service.

#### Section F.

##### Eligibility for Providers' Children

Sponsoring organizations must collect family size and income information from day care home providers under their sponsorship if providers want to be reimbursed for meals they serve to their own children. This information must be on file to show that providers' own children are eligible for free and reduced-price meals. Each year, sponsoring organizations must send providers an income eligibility application to fill in and return. The application must include family size, gross income, social security numbers of all adult members of the household, and guidelines only for reduced-price income eligibility.

This chapter outlines the meal patterns required by CCFP regulations. USDA developed the meal patterns based on the nutritional needs of young children. It has been demonstrated that these general meal patterns supply children with most of the nutrients over a period of time that are necessary for good health.

The administering agency may request approval from FNS National Office for variations in the food components of meal(s) in certain instances. It may request approval when the institution provides evidence that the variations are nutritionally sound and are necessary to meet ethnic, religious, economic, or physical needs. Substitutions may be made in the meal patterns for children with special medical or dietary needs if the parents of these children provide a statement from a recognized medical authority that specifies recommended alternate foods.

When serving meals, institutions and facilities must make available all of the required foods for that meal to each child. They must also make sure all children remain at the center or home while they eat. Staff members of institutions can discuss any problems or concerns they may have with the administering agency.

Section A. Meal Pattern for Infants

---

Age 0 up to 4 months

---

	<u>COMPONENT</u>	<u>QUANTITY</u>
<u>BREAKFAST</u>	Infant formula (iron fortified)	4-6 fluid ounces
<u>SNACK</u> (SUPPLEMENT)	Infant formula (iron fortified)	4-6 fluid ounces
<u>LUNCH OR SUPPER</u>	Infant formula (iron fortified)	4-6 fluid ounces

---

---

Age 4 months up to 8 months

---

	<u>COMPONENT</u>	<u>QUANTITY</u>
<u>BREAKFAST</u>	Infant formula (iron fortified)	6-8 fluid ounces
	Infant cereal (iron fortified)	1-3 tablespoons
<u>SNACK</u> (SUPPLEMENT)	Infant formula (iron fortified) or Full strength fruit juice	2-4 fluid ounces 2-4 fluid ounces
	Bread <u>1</u> / or Cracker product <u>1</u> / 	0-1/4 slice 0-2 crackers

---

1/ Enriched or whole grain crusty bread or cracker-type product suitable for infants.  
These items are suggested, not required.



---

Age 4 months up to 8 months (continued)

---

<u>LUNCH OR SUPPER</u>	Infant formula (iron fortified)	6-8 fluid ounces
	Infant cereal (iron fortified)	1-2 tablespoons
	Fruit and/or vegetable <u>1/</u>	1-2 tablespoons
	Meat, fish, poultry, or egg yolk <u>1/</u>	0-1 tablespoon
	or Cheese <u>1/</u> or Cottage cheese, cheese food, or cheese spread <u>1/</u>	0-1/2 ounce  0-1 ounce

---



---

Age 8 months up to 1 year

---

	<u>COMPONENT</u>	<u>QUANTITY</u>
<u>BREAKFAST</u>	Infant formula (iron fortified)	6-8 fluid ounces
	or Whole fluid milk	6-8 fluid ounces
	and Full-strength fruit juice	0-3 fluid ounces
	Infant cereal (iron fortified)	2-4 tablespoons
<u>SNACK</u> <u>(SUPPLEMENT)</u>	Infant formula (iron fortified)	2-4 fluid ounces
	or Full-strength fruit juice	2-4 fluid ounces
	or Whole fluid milk	2-4 fluid ounces
	Bread <u>2/</u> or Cracker product <u>2/</u>	0-1/4 slice  0-2 crackers

---

1/ Should be of appropriate consistency

2/ Enriched or whole grain crusty bread or cracker-type product suitable for infants.  
These items are suggested, not required.

---

Age 8 months up to 1 year (continued)

---

LUNCH OR SUPPER

Infant formula (iron fortified)	6-8 fluid ounces
or	
Whole fluid milk	6-8 fluid ounces
or	
Full-strength fruit juice	0-3 fluid ounces

---

Fruit and/or vegetable <u>1/</u>	
or	
Infant cereal (iron fortified)	
to total	3-4 tablespoons

---

Meat, fish,	
poultry, or egg yolk <u>1/</u>	1-4 tablespoons
or	
Cheese	1/2-2 ounces
or	
Cottage cheese, cheese food,	
or cheese spread <u>1/</u>	1-4 ounces

---

1/ Should be of appropriate consistency.

Section B. MEAL PATTERN FOR AGES 1-12

		Age 1 up to 3	Age 3 up to 6	Age 6 up to 12
BREAKFAST	Fluid milk	1/2 cup	3/4 cup	1 cup
	Juice or fruit or vegetable	1/4 cup	1/2 cup	1/2 cup
	Bread or bread alternate (enriched or whole grain)	1/2 slice <u>1</u> /	1/2 slice <u>1</u> /	1 slice <u>1</u> /
SNACK (SUPPLEMENT) Select 2 out of the 4 components	Fluid milk	1/2 cup	1/2 cup	1 cup
	Juice, fruit, or vegetable	1/2 cup	1/2 cup	3/4 cup
	Meat or meat alternate	1/2 ounce	1/2 ounce	1 ounce
	Bread or bread alternate (enriched or whole grain)	1/2 slice <u>1</u> /	1/2 slice <u>1</u> /	1 slice <u>1</u> /
LUNCH OR SUPPER	Fluid milk	1/2 cup	3/4 cup	1 cup
	Meat or meat alternate:			
	Meat, poultry, or fish	1 ounce	1-1/2 ounces	2 ounces
	or cheese	1 ounce	1-1/2 ounces	2 ounces

1 or equivalent amount of a bread alternate such as cornbread, biscuits, rolls, muffins, etc., which must be made with whole grain or enriched meal or flour; or cold dry cereal or cooked cereal (enriched, whole grain, or fortified); or cooked pasta, noodle products, or cereal grains which must be whole grain or enriched.



LUNCH OR SUPPER  
(continued)

	Age 1 up to 3	Age 3 up to 6	Age 6 up to 12
or egg	1	1	1
or cooked dry beans and peas	1/4 cup	3/8 cup	1/2 cup
or peanut butter	2 tablespoons	3 tablespoons	4 tablespoons
Vegetables and/or fruits (2 or more)	1/4 cup total	1/2 cup total	3/4 cup total
Bread or bread alternate (enriched or whole grain)	1/2 slice <u>1</u> /	1/2 slice <u>1</u> /	1 slice <u>1</u> /

1 or equivalent amount of a bread alternate such as cornbread, biscuits, rolls, muffins, etc., which must be made with whole grain or enriched meal or flour or; cooked pasta, noodle products, or cereal grains which must be whole grain or enriched.

## Section C.

### Meal Preparation

Institutions know the most about their own operations. To help them choose the best system to prepare meals, here is more on the alternatives. Of course, the ultimate goal, no matter what system is chosen, is to provide nutritious meals to children in child care facilities. Which system of meal preparation to use will depend upon such factors as the type of menu desired; the availability of food service equipment, space, and personnel; the budget of the organization; and other factors. Following are several alternative types of food service systems.

#### 1. Onsite Preparation

Onsite preparation is the most common food service system used in child care centers. The meals are prepared at the same site where they are to be served. This is usually the most economical method when the facility has a kitchen, sufficient food preparation equipment, and available staff. Food may be prepared on site and served under the supervision of the sponsoring organization or by a food service management company. All or part of the food may be prepared on site and the remainder purchased from a source outside, such as a school or commercial vendor (see below).

#### 2. Central Kitchen Preparation

Sponsoring organizations may find they have only one center that has food preparation facilities. In this case, the sponsoring organization may want to have all meals prepared in this central kitchen. The sponsoring organization would then arrange to have trucks or cars pick up meals from the central kitchen and deliver them to the other facilities. This may also be done when the sponsoring organization arranges to have a school provide the meals. When transporting the meals, equipment will be needed to keep both hot and cold food at the temperature levels required under State or local health laws.

#### 3. Purchasing from a School

Meals either in bulk or as individual units may be purchased from a school. Institutions that receive meals from a school must enter into a written agreement with that school. This agreement must contain the basic provisions of the program requirements. The Reference section includes a sample agreement (attachment I). Signing an agreement with a school to provide meals does not relieve the institution of its program responsibilities for monitoring and recordkeeping. The school should provide a copy of the menus served and, if required by the administering agency, applicable production records.

#### 4. Purchasing from a Food Service Management Company or Commercial Vendor

Food service management companies or commercial vendors are profit-oriented organizations, other than public or private, nonprofit schools, that prepare and deliver meals to institutions. Institutions that receive meals from a food service management company must enter into a written contract with the company. The administering agency can provide the institution with a copy of the standard contract that must be used and guidance on meeting procurement

standards. Signing a contract with a food service management company does not relieve the institution of its program responsibilities for monitoring and recordkeeping. Regulations require that a copy of the contract between each institution and food service management company be submitted to the administering agency before the beginning of program operations under the contract.

#### Section D.

##### Procurement Standards

Institutions that get meals from food service management companies or commercial vendors should be aware of the procurement provisions governing the CCFP. Procurement guidelines are outlined in detail in the CCFP regulations. Here in brief, are those guidelines.

All procurements of \$10,000 or more (unless the sponsoring agency states otherwise, under certain circumstances) need to be formally advertised for a contract in accordance with the CCFP regulations. State or local laws may require institutions to advertise for a contract of procurements of less than \$10,000. Institutions should check State and local laws for their specific requirements. Administering agencies may require institutions to meet the following requirements when formally advertising a contract:

1. Institutions must notify the administering agency and publicly announce the proposed contract at least 14 calendar days before the opening of bids. The announcement must include the time and place of the bid opening and information about obtaining a copy of the complete specification for the institution's proposed meal service.
2. The Invitation For Bid (IFB) must be so clear and accurate that all prospective bidders will have an equal chance of getting the contract.
3. The IFB may not provide for loans or other monetary benefits, terms, or conditions to be made to institutions by food service management companies or commercial vendors.
4. Only nonfood items necessary for the food service (such as straws, napkins, or packaging) can be included in the IFB.
5. The bids must be opened publicly.
6. Institutions must submit bids totaling \$50,000 or more to the administering agency for approval.
7. The institution must inform the administering agency which bid it plans to choose. If it is not accepting the lowest bid, it must provide a justification for awarding the contract to a higher bidder.



The procurement standards apply to any contract that equals \$10,000 or more, whether it is for meals, equipment, or other services. All institutions must maintain a code of conduct that prevents the exchange of anything of monetary value between the contractor and the institution that might influence the award or prohibit maximum open and free competition. Institutions must be alert to conflict of interest situations and avoid them. Institutions may be able to procure goods through noncompetitive negotiation under certain circumstances, but they should consult with their administering agency before any negotiation takes place.

#### Section E.

##### Commodities or Cash in Lieu of Commodities

USDA provides another type of assistance to institutions (in addition to program reimbursement) through USDA-donated foods (or cash instead of donated foods).

Commodities are foods that USDA purchases in large quantities. Depending on the season and the crops, USDA may buy beef, canned or fresh fruits and vegetables, wheat products, peanut butter, or any number of other products. USDA then distributes these foods to States, which in turn distribute through their own outlets to hospitals, prisons, schools, and other federally funded food programs such as the CCFP.

Institutions that participate in the CCFP have the option of receiving USDA-donated commodities or cash in lieu of commodities, in addition to CCFP reimbursement for meals served. Each year, the administering agency will survey each institution about whether it would like donated commodities or cash in lieu of commodities. It will also provide information on the types of foods that are plentiful, how these foods are packaged and, where the commodities may be obtained.

Some institutions choose cash in lieu of commodities because they have determined that the quantities of food are too large for timely use or because pickup and adequate storage would be difficult for the institution.

Institutions that choose cash in lieu of commodities will receive a per meal payment for each lunch and supper served to enrolled children in addition to the CCFP reimbursement. This payment is equivalent to the dollar value of the commodity allotment the institution would have received if it had chosen donated commodities.

It is the administering agency's responsibility to compile the number of institutions wishing commodities or cash in lieu of commodities. The agency will then assess the most efficient way to distribute the commodities. It will make every effort to provide commodities to those institutions indicating a preference for commodities. However,

if there is a limited number of institutions that choose commodities, the administering agency may provide all institutions with cash in lieu of commodities.

Some administering agencies may be able to allow institutions to change their choice between commodities and cash in lieu of commodities during the fiscal year. Contact the administering agency for more information.

1. Day Care  
Homes

USDA has already included a payment for cash in lieu of commodities in the food service rates of reimbursement for day care homes. This is because it is assumed that most sponsoring organizations would not choose to distribute commodities to the homes under their sponsorship.

However, should a sponsoring organization of homes wish to receive commodities, the home food service rate for lunches and suppers will be reduced by the value of the commodities it receives. Contact the administering agency and it will be able to tell the institution the cash value of commodities.

The Child Care Food Program provides several kinds of reimbursement. In general, program payments are limited to the number of meals served to enrolled children multiplied by the appropriate rates of reimbursement for each breakfast, lunch, supper, and snack. This formula provides the maximum reimbursement possible.

In the past, centers were reimbursed for the number of meals they served times either the appropriate reimbursement rates or documented costs, whichever was less. Under Public Law 97-35, States now have the option to eliminate cost as a factor in reimbursing child care centers and outside-school-hours care centers. However, the States can still elect to reimburse according to the lesser of cost or meals times rates. Whichever method is chosen, it must be applied to all participating institutions in the State's program. The State agency will inform institutions of the method of reimbursement that will be used throughout the State.

Regional offices that administer the program will reimburse institutions solely on the basis of the number of meals served times the appropriate reimbursement rates.

In addition, sponsoring organizations for day care homes may apply for startup payments. Some institutions may also receive cash in lieu of commodities. All institutions may apply for advance payments. Please see sections A and B in this chapter for more information on advance payments and startup payments.

Please note:

Institutions cannot claim reimbursement for meals served to any child who is not enrolled for care in a center or home. Institutions cannot claim reimbursement for those meals served in excess of the authorized capacity of each center or home. Proprietary title XX centers cannot claim CCFP reimbursement in any month where less than 25 percent of their enrolled children are title XX beneficiaries.

#### Section A.

##### Advance Payments

All participating institutions are eligible to receive advance payments. Advance payments should equal an institution's average monthly reimbursement. The administering agency makes advance payments available on the first of each month for expenses incurred for the rest of that month. Institutions may choose to receive all or part of their advance payment or they may choose not to receive any advance payments.



The first advance payment of each fiscal year will equal the average monthly reimbursement the institution received during the last 6 months of operation. The administering agency will estimate the average monthly reimbursement for new institutions.

When an institution submits its claim for reimbursement at the end of each month, the administering agency will compare it to the amount the institution is receiving in its advance payment. If it is receiving more money in its advance payment than it is claiming at the end of each month, the administering agency may adjust the institution's advance payment to more closely reflect its claim for reimbursement.

The administering agency will not advance money to the institution if it believes the institution will not be able to submit a valid claim for reimbursement for any month. Also, the administering agency may not advance an institution money if the institution is slow in submitting claims for reimbursement. Claims for reimbursement must be sent to the administering agency by the 10th day of the month following the month the claim represents. If the administering agency withholds an institution's advance payment, it must tell the institution why and give the institution an opportunity to appeal the decision through its fair hearing procedure.

1. Advance  
Payments to  
Sponsoring  
Organizations of  
Day Care Homes

Each sponsoring organization that has chosen to receive advance payments for day care homes may disburse advances to homes immediately after receiving them from the administering agency. However, some sponsoring organizations may require that the home submit its monthly records before it pays CCFP funds to the home. In cases like this, the sponsoring organization must disburse the advance payment to the home no later than 5 working days after the home submitted its records for that month. Each sponsoring organization must maintain all program payments in a non interest-bearing account between the day it receives them from the administering agency and the day the funds are disbursed to its facilities.

Section B.

Startup  
Payments

Administrative startup payments are available to prospective sponsoring organizations of day care homes, participating sponsoring organizations of child care centers or outside-school-hours care centers, independent centers, and participating sponsoring organizations of fewer than 50 day care homes. Startup payments are for sponsoring organizations that want to develop or expand program operations in day care homes. Proprietary title XX centers are not eligible to sponsor day care homes in the CCFP, and are not eligible to receive startup payments.

The administering agency will approve startup payments only ONCE for any eligible sponsoring organization. Sponsoring organizations that want to apply for startup payments must show the administering agency that they:

- \* Are public or nonprofit, as explained in the tax-exempt status section of this manual. However, sponsoring organizations that are taking steps toward complying with the requirements for Federal IRS tax-exempt status must demonstrate current tax-exempt status under State law and regulations.
- \* Have an organizational history of managing funds and ongoing activities in public or private programs.
- \* Have an acceptable and realistic plan for recruiting day care homes to participate in the program. This plan may be based on estimates of the number of day care homes to be recruited and information supporting their existence.
- \* Have developed an acceptable sponsor management plan on the application for CCFP startup funds. This plan is a preliminary outline of staff commitment and proposed activities for recruiting day care homes.

The administering agency will notify the sponsoring organization that it has approved or denied startup payments within 30 days after it receives the sponsoring organization's completed application. If the sponsoring organization sends in an incomplete application, the administering agency will notify the sponsoring organization that it is incomplete within 15 days after the administering agency receives it. The administering agency will help the sponsoring organization complete the application if assistance is needed. If the administering agency denies the sponsoring organization's application for startup payments, it must tell the sponsoring organization why and give it an opportunity to appeal the decision under its fair hearing procedure.

If the administering agency approves the sponsoring organization's application for startup payments, the sponsoring organization will then sign an agreement. The agreement states how the sponsoring organization will use the money and how long the sponsoring organization has to initiate or expand program operations in day care homes. It also makes clear that the sponsoring organization must pay back the money if it is not used in accordance with the agreement.



Startup payments are equal to between 1 and 2 months' worth of the anticipated administrative reimbursement as determined by the administering agency. However, no sponsoring organization may receive startup payments for more than 50 homes. Sponsoring organizations that have fewer than 50 homes at the time they apply for startup payments will receive payments only for the number of additional homes needed to total 50 homes.

Sponsoring organizations must make every effort to start program activities within the time frames set in the agreement. If the sponsoring organization cannot do this, the administering agency may demand repayment of all or part of the startup money. In all cases, sponsoring organizations must repay the administering agency for all the startup money they receive that is in excess of their actual costs for the activities listed in the agreement for startup payments.

### Section C.

#### Reimbursement to Sponsoring Organi- zations of Day Care Homes

This reimbursement is separated into administrative payments for sponsoring organizations and food service payments for their homes.

##### 1. Administrative Payments

Program regulations set maximum limits on the amount of administrative payments sponsoring organizations of family day care homes can receive. When submitting claims for reimbursement, these sponsoring organizations will tell the administering agency how many homes they operated during the month and what the sponsoring organization's actual administrative costs were. Administrative payments will be made to sponsoring organizations based on the lesser of the following annual amounts:

1. Actual administrative costs or
2. The monthly rate per home or
3. The administrative budget or
4. Thirty percent of the total estimated cost of the program (home rates plus administrative costs).

Public Law 97-35 required a reduction in the monthly per home administrative rates for sponsoring organizations. New administrative rates to reflect changes in the law have been developed. Sponsoring organizations should contact their administering agency for the new per home administrative rates.

##### 2. Food Service Payments

Sponsoring organizations of day care homes receive food service payments for each meal served to enrolled children in day care homes. These food service rates represent a day care home provider's food and labor costs. Sponsoring organizations must pass the full amount of the food service payment on to providers unless the sponsoring organi-



zation has a written agreement with the provider to provide food or vended meals to the home. In this case, the sponsoring organization may keep part of the food service payment to cover the cost of food or vended meals.

Meals of each type served in day care homes are reimbursed at a single rate for that meal type, regardless of the family's size and income of the enrolled children. Day care home providers can receive reimbursement for meals served to their own children only if they submit family size and income information to their sponsoring organization documenting their own children's eligibility for free or reduced price meals. Day care home providers cannot be required to keep documentation of home operating costs. Day care home providers will receive the full food service rate for each meal type regardless of the cost of those meals. The reimbursement rates will be adjusted annually every July 1 to reflect changes in the Consumer Price Index for Cost of Food Away from Home. The Reference section lists the rates that are effective through June 30, 1983 (attachment J). These rates reflect a 10 percent reduction in the food service reimbursement rates for meals served in day care homes as required by Public Law 97-35.

#### Section D.

##### Reimbursement for Centers

Reimbursement for participating independent centers and sponsoring organizations of centers is calculated differently from reimbursement to sponsoring organizations of day care homes. Rates of reimbursement for meals served in centers are also adjusted annually every July 1 to reflect changes in the Consumer Price Index. The administering agency will notify participating institutions of changes in the reimbursement rates. Reimbursement rates used in the examples on the following pages are effective through June 30, 1983, in accordance with the new CCFP regulations. These are listed in the Reference section (attachment K). The examples should be used only as a guide for calculating reimbursement.

CCFP regulations provide three methods of reimbursement for independent child care centers, independent outside-school-hours care centers, and sponsoring organizations of these types of centers. These methods are:

1. Claiming percentages
2. Blended rates
3. Actual count of the number of meals served to children eligible for free, reduced-price, and paid meals.

The administering agency chooses which method will be used as the reimbursement method for all institutions in the State.

Regardless of the reimbursement method chosen, the State administering agency has the option of deciding whether to reimburse institutions according to:

(1) the documented cost for both administering and operating the program minus any income that has accrued to the institution's food service program or the number of meals served by type multiplied by the appropriate reimbursement rates, whichever is less; or

(2) on the sole basis of the number of meals served by type multiplied by the appropriate reimbursement rates.

Regional Offices that administer the program will reimburse institutions solely on the basis of the number of meals served by type multiplied by the appropriate reimbursement rates.

1. Proprietary  
Title XX Centers

Independent proprietary title XX centers and sponsoring organizations of these centers are eligible to receive reimbursement only for those months in which 25 percent of the enrolled children were title XX beneficiaries.

Note: Institutions should recognize that all of the reimbursement examples on the following pages do not include the reimbursement that institutions receive in the form of donated commodities or cash in lieu of commodities (based only on the lunches or suppers served). If an institution is receiving cash in lieu of commodities, additional funds will be added to the reimbursement on the basis of the number of lunches or suppers served.

2. Blended  
Rate/  
Claiming  
Percentages

These two methods for computing reimbursement in the CCFP, are intended to simplify the task of developing and preparing a monthly claim for reimbursement. By using either of these methods, the institution does not have to maintain daily meal counts for each income category (free, reduced, paid). It is therefore only necessary to keep count of total meals served by meal type (breakfast, lunch, supper, snack).

a. Claiming  
Percentages

When reimbursement is calculated on the basis of claiming percentage, the following general formula is used:

Number of children eligible for free meals

= claiming %

X

Total number of lunches served during the month

X

Reimbursement rate

Below is a step by step example of how to calculate a claim for reimbursement (lunches only) using the claiming percentage method of reimbursement.

Example:

50 children are enrolled in a center.

1000 lunches are served during the month.

15 children are eligible for the paid rate of reimbursement.

30 children are eligible for the free rate of reimbursement.

5 children are eligible for the reduced-price rate of reimbursement.

STEP #1

$\frac{15 \text{ paid}}{50 \text{ enrollment}} = 30\% \text{ of total enrollment}$

$\frac{30 \text{ free}}{50 \text{ enrollment}} = 60\% \text{ of total enrollment}$

$\frac{5 \text{ reduced-price}}{50 \text{ enrollment}} = 10\% \text{ of total enrollment}$

STEP #2

These percentages (30% for paid, 60% for free, 10% for reduced-price) are converted to decimals (.30, .60, .10), then multiplied by the total number of lunches served during the claim month.

$\begin{array}{r} 1000 \\ .30 \\ \hline 300.00 \end{array} \text{ paid meals}$

$\begin{array}{r} 1000 \\ .60 \\ \hline 600.00 \end{array} \text{ free meals}$

$\begin{array}{r} 1000 \\ .10 \\ \hline 100.00 \end{array} \text{ reduced-} \\ \text{price meals}$



### STEP #3

These meals are then multiplied by the appropriate rate (paid rate, free rate, reduced-price rate).

	300 paid meals X <u>11.00</u> ¢ paid rate	500 free meals X <u>115.00</u> ¢ free rate	100 reduced-price meals X <u>75.00</u> ¢ reduced-price rate
TOTAL	\$33.00	\$690.00	\$75.00

### STEP #4

These three totals are added together to get the center's claim for reimbursement for lunches served.

\$ 33.00	for paid lunches served
\$690.00	for free lunches served
\$ <u>75.00</u>	for reduced-price lunches served
\$798.00	maximum potential reimbursement for lunches served

### b. Blended Rate

Blended rate is a method of calculating an average rate of reimbursement by meal type. This average rate is multiplied times the total number of meals served in that meal type.

Below is a step-by-step example of how to calculate a claim for reimbursement (lunches only) using the blended rate method of reimbursement.

### Example:

50 children are enrolled in a center.  
1000 lunches are served during the month.  
15 children are eligible for the paid rate of reimbursement.  
30 children are eligible for the free rate of reimbursement.  
5 children are eligible for the reduced-price rate of reimbursement.

### STEP #1

Compute claiming percentage first:

$$\frac{15 \text{ paid}}{50 \text{ enrollment}} = 30\% \text{ or } .30$$

$$\frac{30 \text{ free}}{50 \text{ enrollment}} = 60\% \text{ or } .60$$

$$\frac{5 \text{ reduced-price}}{50 \text{ enrollment}} = 10\% \text{ or } .10$$

## STEP #2

Multiply the claiming percentages times the appropriate reimbursement rates. This will give you a revised rate.

	Paid	Free	Reduced-Price
Claiming Percentage	.30	.60	.10
Appropriate Rate	<u>11.00¢</u>	<u>115.00¢</u>	<u>75.00¢</u>
Revised Rate	3.30¢	69.00¢	7.50¢

## STEP #3:

Add these revised rates together. This will give you the blended rate for computing reimbursement for lunches.

3.30¢	Revised paid rate
69.00¢	Revised free rate
<u>7.50¢</u>	Revised reduced-price rate
79.80¢	Blended rate

## STEP #4

Multiply the total number of lunches served during the claim month times the blended rate.

1000	X	79.80¢	=	\$798.00
lunches served		blended rate		maximum potential
		for lunch		reimbursement for lunch.

### 3. Actual Meal Count by Eligibility Category

When reimbursement is calculated on the basis of the actual number of meals (by type) served to enrolled children who are eligible for free, reduced-price, and paid meals, the following formula is used:

Number of meals (by type) served to children in free category	X	Rate for free meals +
Number of meals (by type) served to children in reduced-price category	X	Rate for reduced-price meals +
Number of meals (by type) served to children in paid category	X	Rate for paid meals
		=

Maximum potential reimbursement (by meal type)

Example:

An institution served 60 children, and during the course of a month it determines that it has served 200 free lunches, 90 reduced-price lunches, and 870 paid lunches. Using the above formula, the computation (and potential reimbursement for the lunches) would be as follows:

<u>FORMULA</u>	<u>INSTITUTION'S CALCULATIONS</u>
Number of free lunches served to children during the month	200
X	X
Rate for free lunches	115.00¢
Total (free lunches)	\$230.00
+	+
Number of reduced-price lunches served to children during the month	90
X	X
Rate for reduced-price lunches	75.00¢
Total (reduced-price lunches)	\$67.50
+	+
Number of paid lunches served to children during the month	870
X	X
Rate for paid lunches	11.00¢
Total (paid lunches)	\$95.70
=	=
Maximum potential reimbursement for lunch (free, reduced-price, and paid)	\$393.20



#### 4. Budget Planning - How to Estimate Reimbursement

As it is important for all of us to plan our own budgets, it is important for institutions to be able to estimate the true cost of operating the food service program. It is equally important for them to know the approximate amount of reimbursement that the administering agency will provide. Unless other sources of income are available, institutions will find it necessary to adjust operating costs so that they remain within the range of their reimbursement payments. This means that careful management is required to insure that meal quality remains high.

Estimating reimbursement can be used as an effective management tool for food service operations, menu planning, and staffing.

To estimate reimbursement, institutions need to know:

- \* The total number of meals, by type, served in a month (or the estimated number of meals to be served during the year), or the number of meals served by type and eligibility category, if the institution calculates claims based on the actual number of meals served (to children eligible for free, reduced-price, and paid meals);
- \* Their claiming percentages or blended rates;
- \* The current rates of reimbursement;
- and
- \* The actual cost of operating the program during the month, or the estimated annual cost of operating the program.

#### Section E.

##### Claims for Reimbursement

All institutions must send the administering agency accurate monthly reports on the number of meals served. Institutions may also be required by the State administering agency to send reports on actual costs incurred for CCFP operations. Institutions submit these monthly reports on claim for reimbursement forms. Institutions must file their claims with the administering agency by the 10th day of the month following the month covered by the claim.

NOTE: Institutions cannot combine more than 10 days of the beginning or ending month of program operations on the claim for the prior month or following month. In other words, if an institution's program operates for less than 10 days during a month, it can combine the claim for those 10 days with either the prior month's claim or the following month's claim. If an institution's program operates for more than 10 days in a month, it must send a separate claim for that month to the administering agency.

Once proprietary title XX centers are approved for the program, they may submit a claim for reimbursement only for those months when 25 percent of the enrolled children are title XX beneficiaries. Independent proprietary title XX centers and sponsoring organizations of these centers must submit the percentage of enrolled children receiving title XX benefits for each month where CCFP reimbursement is claimed.

1. Suspending  
an Agreement

The administering agency may suspend an institution's agreement if no claim for reimbursement is received from an institution within 90 days after the end of the month that the claim is for. After 90 days have gone by without receiving a claim, the administering agency will notify the institution that no claims have been received and give the institution an additional 15 days to file a claim. If the claim is not postmarked or received within 15 days, the administering agency may suspend the institution's agreement, disallow the claim, or elect not to take any action.

2. Claim  
Forms

Administering agencies may use slightly different claim forms. However, claim forms will, at a minimum, ask for the following information:

- \* Number of meals served
- \* Days of operation
- \* Number of centers or homes participating
- \* Operating costs (if applicable)
- \* Administrative costs (if applicable)
- \* Income to the program (if applicable)
- \* Average daily attendance.

Chapter VII includes information on the records institutions will need to keep to support their claims.

3. Processing Claims  
for Reimburse-  
ment

The administering agency will pay all valid claims for reimbursement within 45 days after receiving them. If an institution sends in an incomplete or incorrect claim, within 15 days after it receives the claim, the administering agency will tell the institution what the problem is and how it can correct the claim. If the administering agency disallows all or part of a claim, it will tell the institution why, and give it an opportunity to appeal the decision under the fair hearing procedure.

NOTE: If an institution knows before it submits its claim that some of its meals or costs were not allowable, the institution may submit a separate claim for those disallowances. Filing a separate claim in those cases prevents the institution's entire month's claim for reimbursement from being delayed.

The important thing for all institutions to remember is to get the claim in quickly and correctly. If there are any questions or any confusion, ask your State administering agency for help, before it is too late.

#### 4. Participation Controls

The administering agency may not reimburse an institution for meals served to children in excess of the authorized capacity of each center or facility. Also, institutions will not be reimbursed for meals served at any proprietary title XX center during any calendar month when less than 25 percent of the enrolled children are title XX beneficiaries. Claims will not be processed for payment if they show that a greater number of meals were served than the authorized limit on the license for the center or facility. However, if the center or facility serves children in shifts (for example, if a meal type is served at two different times to two different groups of children), and does not violate the authorized capacity, the institution will receive reimbursement for the meals. Institutions serving meals in shifts must be sure to clearly indicate this on the application form.



Keeping accurate records is vital to getting reimbursed under the program. Without them, reimbursements cannot be paid. These records substantiate the costs that will be claimed for reimbursement. They are also proof that sponsoring organizations, centers, and facilities used program funds properly for the food service program.

For information about costs that may be claimed under the program and the types of records that must be kept to justify these costs, read on. And remember: the administering agency can also provide help in answering any questions about the required records, or about systems for collecting and maintaining the necessary records. The Reference section includes a checklist of the required records (attachment L).

#### Section A.

##### Retention of Records

All records related to any USDA-reimbursed food service program must be kept for 3 years after the end of the fiscal year in which the program operated. For example, records related to reimbursement for the fiscal year 1979 (October 1, 1978 through September 30, 1979) must be kept until October 1, 1982. But, the institution may dispose of the fiscal year 1979 records in October 1982 only if there are no unresolved audit findings or the program is not under investigation.

These records must be readily available, upon request, to authorized administering agency representatives. For this reason, and for good management practices, it is important that institutions set up an organized filing system so that all records are easily accessible.

#### Section B.

##### Recordkeeping System - Some Sound Advice

Institutions must maintain an efficient recordkeeping system that supports all costs claimed under the program. Since institutions must keep many records on a daily basis, they should establish a regular pattern and assign certain people to keep specific records. An orderly system for filing records is essential and will save time each month when institutions complete the claim for reimbursement. In addition, this material should be readily available for review or audit by the administering agency and other representatives of the USDA.

To complete the claim for reimbursement, institutions must keep daily records of the number of meals by meal type served to children and program adults (where applicable) as well as records of all costs incurred. Sponsoring organizations must develop procedures for collecting this information from all child care facilities under their jurisdiction. Their application for participation must include an outline of the procedures for collecting facility records. The application should also specify where this information will be filed.

Institutions can send copies of the forms that they will use to collect daily meal service information along with their applications. This will allow the administering agency to advise institutions whether or not the forms are adequate for collecting the required information. The administering agency may provide institutions with specific forms that it requires for keeping daily records. The Reference section includes sample daily meal count and daily menu record forms (attachments M and N).

### Section C.

#### Records to Support Meal Service

Institutions must keep daily records on attendance, menus, and meal counts. They must also keep all applications for free and reduced-price meals.

In addition, independent proprietary title XX centers must also keep records to show that at least 25 percent of the enrolled children were title XX beneficiaries, for each month that they claim CCFP reimbursement. Sponsoring organizations of these centers must also ensure that records are kept to show that at least 25 percent of the enrolled children at each center under their auspices were title XX beneficiaries for each month that CCFP reimbursement is claimed. These records support reimbursement for the number of meals served and validate the amount of reimbursement that is paid to the institution. These records should be kept at the sponsoring organization's central office or at the independent center's main office.

Sponsoring organizations must collect daily records such as attendance, meal counts, and menu records from the centers and/or homes under their sponsorship at least once a month to complete their monthly claim for reimbursement. Sponsoring organizations may want to collect records from the facilities more often than monthly to verify that the records are correct and to help the facility staff understand mistakes or improve menu quality.

Free and reduced-price income eligibility applications must be collected throughout the year from the parents of all newly enrolled children in child care centers and outside-school-hours-centers. Sponsoring organizations of day care homes must collect free and reduced-price income eligibility applications from their day care homes providers to document providers' children's eligibility for program participation. The institution should maintain a roster for CCFP eligibility. This roster should list the name and eligibility status of each enrolled child. The institution must periodically review and update the roster. The Reference section includes a sample roster form (attachment O).



At least once each year the administering agency will require institutions to submit the current status of the number of enrolled children that are eligible for free, reduced-price, or paid meals. This information is usually included as a part of the institution's application for CCFP participation. However, the administering agency may require the institution to update this information more frequently than once each year in order to verify that the institution is receiving the correct reimbursement.

#### 1. Production Records

The administering agency may require that institutions keep daily production records in addition to daily meal counts and menus. A production record is a written record of the quantity of food prepared for each menu item served. It is the institution's responsibility to monitor the menus served in the center or facilities, and to give menu planning assistance to staff members or home providers who are not meeting the nutritional goals of the program. Production records will help institutions determine if they are preparing or serving an adequate amount of food to enrolled children to meet the program's meal pattern requirements. The Reference section provides a sample menu planning and production worksheet (attachment P).

### Section D.

#### Records to Support Program Costs

Regardless of how institutions receive their reimbursements, all institutions must keep records of operating and administrative costs. This is required whether the reimbursement is based on (1) the lesser of documented costs or number of meals served by type times the appropriate rates of reimbursement, or (2) solely on the basis of the number of meals served by type times the appropriate rates of reimbursement. Read on, and this section will outline the types of costs included in each category and the records that must be kept to ensure that program funds are used properly.

#### 1. Operating Costs

Operating costs are allowable costs incurred by participating institutions for the preparation and service of meals. These costs include:

- \* food costs
- \* food service labor
- \* nonfood supplies
- \* purchased services

Independent centers and sponsoring organizations of centers must claim reimbursement for food costs. Claiming for reimbursement in the other three categories listed above is optional.



Institutions should clearly identify the cost categories that they will claim for reimbursement on their annual application for participation. Of course, records must be maintained to document all the operational costs they claim.

Note: Sponsoring organizations of day care homes are not required to keep documentation of operational costs associated with the cost of labor or food provided in day care homes. These institutions should refer to the Administrative Costs section of this manual.

## 2. Food Costs

Food costs are expenditures for the food used in meals served to children. These include the cost of distributing, transporting, and storing of food.

The application for participation should clearly identify the method by which the institution will provide meals, whether it will be meals prepared at the site, or catered meals provided by a school or a food service management company.

### a. Onsite Meal Preparation

The cost of the food used by an institution to prepare meals at its own facilities may include the cost of the purchased food and the cost of processing, transporting, storing, and handling food that has been donated (including USDA commodities) to the institution or food that has been purchased by the institution. These costs must be documented by invoices, receipts, inventory records, and itemized bills.

### b. Contract With School or Food Service Management Company

The cost of food that may be claimed for reimbursement by an institution that contracts with a food service management company, commercial vendor, or school for the delivery of meals would be determined by the vendor invoices for program meals. Any meals served to adults not working with the program or to children not enrolled in the program cannot be claimed for reimbursement. All institutions and facilities must keep daily meal counts of the number of meals delivered, the number of meals served to enrolled children and program adults (if applicable), and copies of menus.

### c. Monthly Inventory

Many administering agencies require that institutions calculate the "cost of food used" at the end of the month. Institutions report the cost of food used as food costs on the monthly claim for reimbursement.

In this case, the institution must insure that monthly inventory records are maintained. The Reference section includes a sample inventory record and instructions for its use (attachment Q) and a worksheet for cost of food used (attachment R).

#### d. Exceptions

Some administering agencies may allow for exceptions in maintaining monthly inventories. Such exceptions may be based on the relatively small carryover of inventory from month to month. In cases where this exception is made, institutions may be required to report, on a cash basis, the cost of food purchased during the month on the claim for reimbursement.

Some administering agencies may, however, require institutions to take an inventory once a year so they can make adjustments in the cost of food on an annual basis. In this case, institutions would follow the same inventory procedure, but would only need to conduct an inventory once a year.

#### 3. Records of Food Costs

The following outline shows the types of records that institutions must maintain to support all food costs claimed for reimbursement. All institutions must maintain copies of all menus served.

METHOD OF PURCHASING FOOD	RECORDS TO KEEP
A. Central purchasing by institution (sponsoring organization buys, stores, and disburses food supplies directly to centers).	1. Itemized receipts and invoices for all food costs claimed. 2. Monthly inventory for use in reporting the value of food used.
B. Contract purchasing through a school or food service management company.	1. Copy of contract or school agreement. 2. Billings from school or food service management company. 3. Daily count of number of meals delivered.
C. Direct purchasing by center.	1. Itemized receipts and invoices for all food purchased by the center. 2. Inventory records as required by the administering agency.



4. Food Service  
Labor Costs

Food service labor cost is defined as compensation paid by the institution for labor that is needed for the operation of the food service. This may include wages, salaries, employee benefits, and the share of taxes paid by the institution.

Food service labor is labor necessary to perform only the following tasks:

- \* Menu planning;
- \* Preparing, serving, and cleaning up after the meal;
- \* Onsite supervising of day-to-day food service operations, including supervising children while they are being served meals;
- \* Preparing daily CCFP meal service records.

a. Amounts  
Eligible for  
Reimburse-  
ment

Institutions and centers must document the cost of food service labor in order to justify reimbursement under the program. Records that must be maintained include payroll records and time and attendance reports. The value of donated labor may not be claimed under this or any other category of total program costs.

If some staff work only part time on food service, institutions must prorate the cost of labor so that they claim reimbursement only for work done in the program's food service. In addition, if a portion of a food service staff member's salary is paid through another government or private source, the institution must maintain accurate records to insure that duplicate payment is not made through program reimbursement.

In these cases, the administering agency must approve in advance the amount claimed for program reimbursement. The Reference section includes additional information about the records that must be kept when prorating food service labor costs (attachment S).

5. Nonfood  
Supplies

Nonfood supplies that may be claimed for reimbursement include small kitchen equipment, paper goods (such as napkins and plates), and cleaning supplies used directly for the food service operation. Institutions must insure that an itemized receipt or invoice is kept on file as documentation for reimbursement for supplies. Some administering agencies may require a monthly or yearly inventory of these supplies.

6. Purchased  
Services

Purchased services are the cost of services that are required for program food service operations. Some common examples of purchased services include utility costs, food service equipment rental, rental of food service facilities, and minor repairs to food service



equipment. These costs may be eligible for reimbursement. However, the institution must carefully document the percentage of use for the program for all of the expenses claimed in this category. The administering agency will provide institutions with assistance on how these costs may be claimed and the records that they need to support the reimbursement.

7. Administrative Costs

Administrative costs are costs incurred by independent child care centers, independent outside-school-hours care centers, sponsoring organizations of centers, and sponsoring organizations of homes to administer the CCFP. Administrative costs include costs associated with planning, organizing, and managing a food service operation under the program. Sponsoring organizations of homes may claim reimbursement for administrative costs as long as these costs have been included in the sponsoring organization's CCFP budget and have been approved by the administering agency.

Administrative cost categories that may be claimed for reimbursement include the cost of labor, supplies, and mileage.

The Reference section includes a summary of administrative expenses that may be used by institutions (attachment T).

8. Administrative Labor Costs

Administrative labor costs include compensation paid by the institution for labor needed for administering the CCFP. This may include wages, salaries, employee benefits, and the share of taxes paid by the institution.

Administrative labor is labor necessary to perform the following tasks:

- \* Planning, organizing, and managing the food service operation under the CCFP;
- \* Completing CCFP application materials;
- \* Compiling daily records to complete the monthly reimbursement claim;
- \* Preparing the monthly reimbursement claim;
- \* Monitoring program operations in the centers or facilities.

a. Amounts Eligible for Reimbursement

Institutions must document the cost of administrative labor to justify reimbursement under the CCFP. Records that must be maintained include payroll records and time and attendance reports. The value of volunteer labor may not be claimed under this or any other category of total program costs.

If some administrative staff only work part time on CCFP administrative duties, the institution must prorate the cost of the labor so that they claim only CCFP administrative labor for reimbursement. The institution must maintain accurate records to insure that payment is not duplicated through CCFP reimbursement if a portion of an administrative staff member's salary is paid through another source of income. In these cases, the administering agency must approve in advance the amount claimed for CCFP reimbursement.

The Reference section includes additional information about the records institutions must keep when prorating administrative labor costs (attachment S).

#### 9. Administrative Supplies

Costs incurred for supplies used to administer the CCFP may be claimed for reimbursement. These costs may include:

- \* Cost of printing or reproducing materials that are used for the CCFP;
- \* Telephone calls and postage necessary for the CCFP operations.

Institutions must keep itemized receipts, invoices, and other records to document these costs. Some administering agencies may require either a monthly or yearly inventory of administrative supplies. The administering agency will provide institutions with information about these costs.

#### 10. Mileage

If vehicles owned by an institution or one of the institution's employees are used for CCFP administrative duties (such as visits to sites for monitoring or training), the institution may claim a mileage allowance for reimbursement. Records must be kept to document the mileage claimed for reimbursement. The Reference section includes a sample mileage record (attachment U).

The administering agency will provide institutions with information about the amount of reimbursement that can be claimed for mileage accrued while completing CCFP administrative duties.

Administering agency option: The administering agency may require additional records other than the ones that are listed in this chapter. The administering agency will provide institutions with assistance in completing the records. These records must be available for review by the administering agency.

### Section E.

#### Official Visitors

Official visits will be made to the institution and/or to the facilities under its sponsorship by representatives of the administering agency and representatives of the USDA. These officials will review the records and

operation of the program. They will also provide technical assistance to institutions in all areas of food program operations.

The Child Care Food Program provides benefits to children. Cooperation between the administering agency, institutions, centers, and homes will help to insure that all of the children participating in the program will receive the maximum benefits of good nutrition.



FNS Regional Offices

1. Northeast Regional Office  
FNS-USDA  
33 North Avenue  
Burlington, Massachusetts 01803

For the States of Connecticut, Maine, Massachusetts,  
New Hampshire, New York, Rhode Island and Vermont.

2. Mid-Atlantic Regional Office  
FNS-USDA  
One Vahlsing Center  
Robbinsville, New Jersey 08691

For the States of Delaware, Maryland, New Jersey,  
Pennsylvania, Virginia, West Virginia, the District of  
Columbia, the Virgin Islands, and Puerto Rico.

3. Southeast Regional Office  
FNS-USDA  
1100 Spring Street, N.W.  
Atlanta, Georgia 30309

For the States of Alabama, Florida, Georgia, Kentucky,  
Mississippi, North Carolina, South Carolina, and Tennessee.

4. Midwest Regional Office  
FNS-USDA  
50 East Washington Street  
Chicago, Illinois 60602

For the States of Illinois, Indiana, Michigan, Minnesota,  
Ohio, and Wisconsin.

5. Mountain Plains Regional Office  
FNS-USDA  
2420 West 26th Avenue, Room 430D  
Denver, Colorado 80211

For the States of Colorado, Iowa, Kansas, Missouri, Montana,  
Nebraska, North Dakota, South Dakota, Utah, and Wyoming.

6. Southwest Regional Office

FNS-USDA

1100 Commerce Street, Room 5-C-30

Dallas, Texas 75202

For the States of Arkansas, Louisiana, New Mexico,  
Oklahoma, and Texas.

7. Western Regional Office

FNS-USDA

550 Kearny Street, Room 400

San Francisco, California 94108

For the States of Alaska, Arizona, California, Hawaii,  
Idaho, Nevada, Oregon, Washington, and for American  
Samoa, Guam, the Trust Territory of the Pacific Islands,  
and the Northern Mariana Islands.

Preoperation Visit Form for Sponsoring Organizations1. Name and Address of Facility \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

2. License Capacity \_\_\_\_\_ Expiration Date \_\_\_\_\_

Total Number of Children Enrolled \_\_\_\_\_  
\_\_\_\_\_

Breakfast	AM Snack	Lunch	PM Snack	Supper
_____	_____	_____	_____	_____

3. Time of Meal Service  
\_\_\_\_\_  
\_\_\_\_\_Average Number of  
Meals Served  
\_\_\_\_\_  
\_\_\_\_\_4. What food preparation and service equipment is available? \_\_\_\_\_  
\_\_\_\_\_

Is this adequate to prepare and serve the necessary meals?

Yes \_\_\_\_\_ No \_\_\_\_\_

What additional equipment is needed? \_\_\_\_\_

5. Have recordkeeping requirements been explained to and discussed with the facility  
personnel? Yes \_\_\_\_\_ No \_\_\_\_\_Is the facility willing to and capable of maintaining the required records daily?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Signature of Sponsoring Organization  
Representative\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Facility Representative\_\_\_\_\_  
Date



Sponsoring Organization Monitor Review Form

## 1. Name and Address of Facility

---



---



---

Telephone no. 

---

2. License capacity 

---

      3. Dates of operation 

---

  
 Expiration date 

---

      Operating days 

---

  
 Total no. of children enrolled 

---

      Hours daily 

---

 a.m. to 

---

 p.m.

## 4. Average number of children served at each meal and time of service:

Average Number of Meals      Time of Meal Service

Breakfast 

---

  
 A.M. Snack 

---

  
 Lunch 

---

  
 P.M. Snack 

---

  
 Supper 

---

Does the time between meal servings seem reasonable? 

---


---

5. Has the facility staff attended the sponsoring organization's training sessions? 

---

When? What topics were covered? 

---


---

6. Briefly describe the organized activities at the facility. 

---

---

---

## Monitor Review Form

## 7. FOOD SERVICE

- A. How far in advance are menus planned? \_\_\_\_\_
- B. What food service guidance materials are available at the facility? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Are these adequate? \_\_\_\_\_
- C. Based on the past month's menus:
- (1) Are menus retained on file? \_\_\_\_\_ Where? \_\_\_\_\_
- (2) Are all of the required components served for each meal? (If no, describe what components are missing.) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- (3) Does the facility staff demonstrate familiarity with the types and quantities of food required for each type of meal service? \_\_\_\_\_  
 \_\_\_\_\_

## 8. SANITATION

- A. Are sanitary procedures followed in all aspects of food service? \_\_\_\_\_
- B. Is the kitchen area kept clean at all times? \_\_\_\_\_
- C. Are the dishes sanitized after washing and rinsing? \_\_\_\_\_
- D. Are refrigeration facilities adequate for cold and frozen foods? \_\_\_\_\_  
 \_\_\_\_\_  
 Is the cold storage 40 degrees F or below? \_\_\_\_\_  
 Is the freezer storage 0 degrees F or below? \_\_\_\_\_
- E. Is there evidence of insect or rodent infestation? \_\_\_\_\_  
 If yes, what measures are being taken to eliminate this problem? \_\_\_\_\_
- F. Are frozen perishable foods thawed under refrigeration? \_\_\_\_\_
- G. Are all insecticides, polishes, and cleaning compounds stored in an area separate from food and in an area that is not accessible to children? \_\_\_\_\_

## 9. SPACE, FACILITIES, AND EQUIPMENT

- A. Is there adequate dry storage for food items? \_\_\_\_\_
- B. Is dining space adequate for the number of children enrolled? \_\_\_\_\_
- C. Is a working domestic type oven-range available? \_\_\_\_\_
- D. Is there a working refrigerator-freezer available? \_\_\_\_\_
- E. Is a sink with running hot and cold water available? \_\_\_\_\_
- F. Is the outside play area safe and clean? \_\_\_\_\_

## Monitor Review Form

## 10. RECORDKEEPING

- A. Are daily records kept of the number of meals (by type) served to children and program adults (if applicable)? \_\_\_\_\_

Are accurate attendance records maintained on children separate from meal count records? \_\_\_\_\_

- B. Are these records given to the sponsoring organization on a regular basis as provided for in the agreement between the sponsoring organization and the facility? \_\_\_\_\_

- C. Is there a copy of the agreement between the sponsoring organization and the facility on file? \_\_\_\_\_  
Where? \_\_\_\_\_

## 11. MEAL SERVICE OBSERVED

- A. For the meal service(s) you observe, record the types and quantity of food prepared.

Item	Foods Used	Total Quantity Prepared
Milk as a Beverage		
Fruit or Vegetable or Juice		
Bread or Cereal or Bread Alternate		
Meat or Meat Alternate		
Additional Food		



## Monitor Review Form

B. Number of children served: \_\_\_\_\_  
 Number of program adults (if applicable) served: \_\_\_\_\_

C. Note if any missing components or insufficient quantities of food are observed in today's meal service. \_\_\_\_\_

12. Write a short summary of your visit. Point out program strengths and weaknesses. Give your opinion on how the program could be improved. Recommend changes that you see as desirable or required. (Note: Short comments such as "good program" are not sufficient.)

---

---

---

---

---

---

---

---

---

---

---

---

13. A. List problem areas noted during most recent prior review and give date of that review.

---

---

---

---

---

B. Have these problems been corrected as of today's visit? \_\_\_\_\_

If no, indicate what followup action is necessary and the timeframe required for correction.

---

---

---

Date	Title	Signature of Monitor/Reviewer
_____	_____	_____

Monitor Checklist

Today's Date \_\_\_\_\_

Monitor's Name \_\_\_\_\_

1. Name of Facility \_\_\_\_\_
2. Meal service observed? \_\_\_\_\_ Yes \_\_\_\_\_ No  
                   \_\_\_\_\_ Breakfast                   \_\_\_\_\_ Lunch/Supper                   \_\_\_\_\_ Snack
3. Number of children served \_\_\_\_\_
4. Complete this chart for the meal observed:

Item	Foods used	Amount served to each child
Milk as a Beverage		
Fruit or Vegetable or Juice		
Bread or Cereal or Bread Alternate		
Meat or Meat Alternate		
Additional Food		

5. Check applicable box to evaluate each item:

Item	Very Good	Fair	Poor
Menu Planning			
Sanitation			
Refrigeration			
Dry Storage			
Daily Records			
Enrollment Data			

6. List any problems observed with the food service or USDA recordkeeping. What corrections will be made?

Sample Parent Letter

Dear Parent or Guardian:

Please help us comply with the requirements of the U.S. Department of Agriculture's Child Care Food Program. Complete, sign, and return the attached form as soon as possible.

This information is necessary so that we may receive reimbursement for the meals served to children in our program. This form will be placed in our files and treated as confidential information. "Income" reported on the form should include gross income of the members of the "household".

---

(Institution Representative)



## INCOME ELIGIBILITY APPLICATION

## INSTRUCTIONS:

To apply for free and reduced price meals for your children, fill out this form and return it to the institution's office.

## CHILDREN:

NAME

AGE

Names and ages  
of children for  
whom applica-  
tion is made

_____	_____
_____	_____
_____	_____

ALL OTHER  
HOUSEHOLD  
MEMBERS:

HOUSEHOLD MEMBERS

SOCIAL SECURITY NUMBERS

List all related or unrelated  
people who live in your house-  
hold and share living expenses  
or meals. (Don't include  
children listed above.)

List the social security  
number of all adults.

_____	_____
_____	_____
_____	_____

TOTAL NUMBER IN HOUSEHOLD \_\_\_\_\_

Sections 9 and 17 of the National School Lunch Act require that in order for your child to be eligible for free or reduced-price meals, you must provide the social security numbers of all adult members of your household. Provision of these social security numbers is not mandatory. But, failure to provide the numbers will result in denial of the application for free or reduced-price benefits. This notice must be brought to the attention of all household members whose social security numbers are disclosed. The social security number may be used to identify household members, in carrying out efforts to verify the correctness of the information stated in the application. These verification efforts may be carried out through program reviews, audits, and investigations to make sure that your child is eligible to receive benefits. These efforts may result in loss or reduction of benefits, administrative claims, or legal action if incorrect information is reported.

## INCOME ELIGIBILITY APPLICATION

HOUSEHOLD  
INCOME:TOTAL PER MONTH

Indicate source and amount of current income for all members of your household before deductions, such as taxes and social security. If you receive more than one check from any of these sources, please indicate the total monthly amount received.

Wages, Salary \_\_\_\_\_

Social Security \_\_\_\_\_

Public Assistance (Welfare) \_\_\_\_\_

Unemployment \_\_\_\_\_

Child Support (Alimony) \_\_\_\_\_

Pension or Retirement \_\_\_\_\_

Other \_\_\_\_\_

TOTAL MONTHLY INCOME \_\_\_\_\_

SIGNATURE AND  
ADDRESS

I hereby certify that all of the above information is true and correct. I understand that this information is being given in connection with the receipt of Federal funds, that institution officials may verify information and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

X \_\_\_\_\_  
Signature of adult family member      Date

\_\_\_\_\_  
PRINT NAME\_\_\_\_\_  
ADDRESS\_\_\_\_\_  
TELEPHONEFOR INSTITUTION  
USE ONLY:

\_\_\_/ Eligible Reduced      \_\_\_/ Eligible Free

\_\_\_/ Ineligible Free/Reduced

Reason for Denial \_\_\_\_\_

\_\_\_\_\_  
Eligibility Official      Signature

Date \_\_\_\_\_

# INCOME ELIGIBILITY GUIDELINES FOR REDUCED-PRICE MEALS

Effective from July 1, 1982 to June 30, 1983

---

## 48 States, District of Columbia, Territories Excluding Guam

---

185%

FAMILY SIZE	YEARLY	MONTHLY	WEEKLY
1	8,660	722	167
2	11,510	959	221
3	14,360	1,197	276
4	17,210	1,434	331
5	20,050	1,671	386
6	22,900	1,908	440
7	25,750	2,146	495
8	28,600	2,383	550
FOR EACH ADDITIONAL FAMILY MEMBER ADD	2,850	238	55

---

## ALASKA

---

185%

FAMILY SIZE	YEARLY	MONTHLY	WEEKLY
1	10,860	905	209
2	14,410	1,201	277
3	17,960	1,497	345
4	21,520	1,793	414
5	25,070	2,089	482
6	28,620	2,385	550
7	32,170	2,681	619
8	35,720	2,977	687
FOR EACH ADDITIONAL FAMILY MEMBER ADD	3,550	296	68



INCOME ELIGIBILITY GUIDELINES  
FOR REDUCED-PRICE MEALS

Effective from July 1, 1982 to June 30, 1983

---

HAWAII and GUAM

---

185%

FAMILY SIZE	YEARLY	MONTHLY	WEEKLY
1	9,970	831	192
2	13,250	1,104	255
3	16,520	1,377	318
4	19,800	1,650	381
5	23,070	1,923	444
6	26,340	2,195	507
7	29,620	2,468	570
8	32,890	2,741	633
FOR EACH ADDITIONAL FAMILY MEMBER ADD	3,270	273	63

The income eligibility guidelines for reduced-price meals are 185 percent of the Office of Management and Budget's nonfarm income poverty guidelines.

Public Release (Pricing Programs)

The \_\_\_\_\_ announces the sponsorship of the Child Care Food  
                     Name of Institution

Program. Free and reduced-price meals will be available to enrolled children meeting the approved eligibility criteria at the centers listed below and will be provided without regard to race, color, national origin, sex or handicap.

(insert list of centers here)

Listed below are the Income Eligibility Guidelines for Free and Reduced-Price meals that are effective July 1, 1982 - June 30, 1983.

48 States, District of Columbia, Territories Excluding Guam						
130% Free Meals				185% Reduced-Price Meals		
Family Size	Yearly	Monthly	Weekly	Yearly	Monthly	Weekly
1	6,080	507	117	8,660	722	167
2	8,090	674	156	11,510	959	221
3	10,090	841	194	14,360	1,197	276
4	12,090	1,008	233	17,210	1,434	331
5	14,090	1,174	271	20,050	1,671	386
6	16,090	1,341	309	22,900	1,908	440
7	18,100	1,508	348	25,750	2,146	495
8	20,100	1,675	387	28,600	2,383	550
FOR EACH ADDITIONAL FAMILY MEMBER ADD	2,000	167	38	2,850	238	55

## ATTACHMENT G

Effective from July 1, 1982 to June 30, 1983

## ALASKA

Family Size	130% Free Meals			185% Reduced-Price Meals		
	Yearly	Monthly	Weekly	Yearly	Monthly	Weekly
1	7,630	636	147	10,860	905	209
2	10,130	844	195	14,410	1,201	277
3	12,620	1,052	243	17,960	1,497	345
4	15,120	1,260	291	21,520	1,793	414
5	17,620	1,468	339	25,070	2,089	482
6	20,110	1,676	387	28,620	2,385	550
7	22,610	1,884	435	32,170	2,681	619
8	25,100	2,092	483	35,720	2,977	687
FOR EACH ADDITIONAL FAMILY MEMBER ADD	2,500	208	48	3,550	296	68

## HAWAII AND GUAM

1	7,010	584	135	9,970	831	192
2	9,310	776	179	13,250	1,104	255
3	11,610	968	223	16,520	1,377	318
4	13,910	1,159	268	19,800	1,650	381
5	16,210	1,351	312	23,070	1,923	444
6	18,510	1,543	356	26,340	2,195	507
7	20,810	1,734	440	29,620	2,468	570
8	23,110	1,926	444	32,890	2,741	633
FOR EACH ADDITIONAL FAMILY MEMBER ADD	2,300	192	44	3,270	273	63

The income eligibility guidelines for free meals are 130 percent and for reduced-price meals 185 percent of the Office of Management and Budget's nonfarm income poverty guidelines.



Public Release (Nonpricing Programs)

The \_\_\_\_\_ announces the sponsorship of the Child Care Food Program.  
 \_\_\_\_\_  
 Name of Institution

Meals will be available at no separate charge to enrolled children at the centers and homes listed below and will be provided without regard to race, color, national origin, sex, or handicap.

(insert list of centers and homes here)

Listed below are the Income Eligibility Guidelines for Free and Reduced-Price Meals which are effective July 1, 1982 through June 30, 1983.

---

48 States, District of Columbia, Territories Excluding Guam

---

Family Size	Free Meals 130%			Reduced-Price Meals 185%		
	Yearly	Monthly	Weekly	Yearly	Monthly	Weekly
1	6,080	507	117	8,660	722	167
2	8,090	674	156	11,510	959	221
3	10,090	841	194	14,360	1,197	276
4	12,090	1,008	233	17,210	1,434	331
5	14,090	1,174	271	20,050	1,671	386
6	16,090	1,341	309	22,900	1,908	440
7	18,100	1,508	348	25,750	2,146	495
8	20,100	1,675	387	28,600	2,383	550
FOR EACH ADDITIONAL FAMILY MEMBER ADD	2,000	167	38	2,850	238	55

---

ALASKA

---

1	7,630	636	147	10,860	905	209
2	10,130	844	195	14,410	1,201	277
3	12,620	1,052	243	17,960	1,497	345
4	15,120	1,260	291	21,520	1,793	414
5	17,620	1,468	339	25,070	2,089	482
6	20,110	1,676	387	28,620	2,385	550
7	22,610	1,884	435	32,170	2,681	619
8	25,100	2,092	483	35,720	2,977	687
FOR EACH ADDITIONAL FAMILY MEMBER ADD	2,500	208	48	3,550	296	68

---

## HAWAII AND GUAM

130% Free Meals				185% Reduced- Price Meals		
Family Size	Yearly	Monthly	Weekly	Yearly	Monthly	Weekly
1	7,010	584	135	9,970	831	192
2	9,310	776	179	13,250	1,104	255
3	11,610	968	223	16,520	1,377	318
4	13,910	1,159	268	19,800	1,650	381
5	16,210	1,351	312	23,070	1,923	444
6	18,510	1,543	356	26,340	2,195	507
7	20,810	1,734	440	29,620	2,468	570
8	23,110	1,926	444	32,890	2,741	633
FOR EACH ADDITIONAL FAMILY MEMBER ADD	2,300	192	44	3,270	273	63

The income eligibility guidelines for free meals are 130 percent and for reduced-price meals 185 percent of the Office of Management and Budget's nonfarm income poverty guidelines.

Agreement To Furnish Food Service  
(Institution/School)

THIS AGREEMENT is made and entered into by and between (School) \_\_\_\_\_  
 \_\_\_\_\_ and the (Institution) \_\_\_\_\_:

WHEREAS the facilities of the (institution) \_\_\_\_\_ are not adequate for preparing and serving meals to children, while the facilities of the (school) \_\_\_\_\_ are adequate to serve meals to children from the institution; the (school) \_\_\_\_\_ agrees to supply meals (inclusive/exclusive) of milk to (institution) \_\_\_\_\_ with and for the rates herein listed:

Breakfast .....	\$ _____ each	Lunch .....	\$ _____ each
Snacks .....	\$ _____ each	Supper .....	\$ _____ each

It is further agreed that the (school) \_\_\_\_\_, pursuant to the provisions of the Child Care Food Program regulations, attached copy of which is part of this agreement, will assure that said meals meet the minimum requirements as to nutritive value and content, and will maintain full and accurate records that the institution will need to meet its responsibility including the following:

1. Menu records, including amount of food prepared.
2. Meals, including daily number of meals delivered by type.

These records must be reported to the institution promptly at the end of the month. (School) \_\_\_\_\_ agrees also to retain records required under the preceding clause for a period of 3 years after the end of the fiscal year to which they pertain (or longer, if an audit is in progress); and upon request, to make all accounts and records pertaining to the program available to representatives of the administering agency and the General Accounting Office for audit or administrative review at a reasonable time and place.

This agreement shall be effective as of (date) \_\_\_\_\_.

It may be terminated by notice in writing given by any party hereto to the other parties at least 30 days prior to the date of termination.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the dates indicated below:

\_\_\_\_\_  
 School Official

\_\_\_\_\_  
 Institution Official

\_\_\_\_\_  
 Title, Date

\_\_\_\_\_  
 Title, Date



CCFP Rates of ReimbursementFood Service Payment Factors For Day Care Homes

Breakfast	50.25¢
Lunch or supper	98.50¢
Snacks (Supplements)	29.50¢

\*These rates change July 1, 1983

CCFP Rates Of Reimbursement

These rates change July 1, 1983

Sponsoring Organizations of Centers

Independent Child Care Centers

Independent Outside-School-Hours Care Centers

	BREAKFAST	LUNCH/SUPPER	SNACKS
FREE	60.00¢	115.00¢	31.50¢
REDUCED-PRICE	30.00¢	75.00¢	15.75¢
PAID	8.75¢	11.00¢	3.00¢

Reimbursement rates for the meals served under the CCFP are adjusted annually on July 1. At this time, FNS will notify the administering agencies of the new rates. Participating institutions can obtain these rates from their administering agency.

These rates do not include the reimbursement that institutions receive in the form of donated commodities or cash in lieu of commodities (based only on the number of lunches and suppers served). If an institution is receiving cash in lieu of commodities, additional funds will be added to the reimbursement on the basis of the number of lunches and suppers served.

Checklist of Required Records

\_\_\_\_\_ Menus

\_\_\_\_\_ Production records

\_\_\_\_\_ Daily meal counts

\_\_\_\_\_ Children's attendance records

\_\_\_\_\_ Free and reduced-price applications

\_\_\_\_\_ Inventories of food and nonfood items

\_\_\_\_\_ Food receipts or invoices

\_\_\_\_\_ Contract with food service management company

\_\_\_\_\_ Agreement with school for food service

\_\_\_\_\_ Monitor review forms

\_\_\_\_\_ Preoperational review forms

\_\_\_\_\_ Time and attendance reports for employees

\_\_\_\_\_ Payroll documents

\_\_\_\_\_ Labor study documentation

\_\_\_\_\_ Equipment record cards

\_\_\_\_\_ Depreciation summary

\_\_\_\_\_ Utility bills

\_\_\_\_\_ Rental agreements

\_\_\_\_\_ Repair bills

\_\_\_\_\_ Administrative cost records

\_\_\_\_\_ Supplies

\_\_\_\_\_ Salaries

\_\_\_\_\_ Communication

\_\_\_\_\_ Travel

\_\_\_\_\_ Printing

\_\_\_\_\_ Other



DAILY MEAL COUNT SAMPLE FORM

Group No. \_\_\_\_\_

Week of \_\_\_\_\_ to \_\_\_\_\_

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MEAL TYPE	C P/A F R P	C P/A F R P	C P/A F R P	C P/A F R P	C P/A F R P
BREAKFAST					
AM SNACK					
LUNCH					
PM SNACK					
SUPPER					

C - Children  
P/A - Program Adults (if applicable)  
F,R,P - Free, Reduced-Price, Paid

SAMPLE MENU RECORD FORM

FACILITY NAME \_\_\_\_\_ WEEK OF \_\_\_\_\_ TO \_\_\_\_\_

ATTACHMENT N

MEAL PATTERN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>B</b> Milk, fluid <b>R</b> Vegetable or Fruit or <b>E</b> Full-Strength Juice <b>A</b> Bread or Cereal or <b>K</b> Alternate <b>F</b> Other Foods <b>A</b> <b>S</b> <b>T</b>					
<b>AM</b> <b>S</b> (Choose 2 of 4 Items) <b>N</b> Milk, fluid <b>A</b> Vegetable or Fruit or <b>C</b> Full-Strength Juice <b>K</b> Bread or Cereal or Alternate Meat or Alternate					
<b>L</b> Milk, fluid <b>U</b> Vegetables and/or <b>N</b> Fruits or Full-Strength <b>C</b> Juice (2 or more items) <b>H</b> Bread or Alternate Meat or Alternate Other foods					
<b>PM</b> <b>S</b> (Choose 2 of 4 Items) <b>N</b> Milk, fluid <b>A</b> Vegetable or Fruit or <b>C</b> Full-Strength Juice <b>K</b> Bread or Cereal or Alternate Meat or Alternate					

SAMPLE MENU RECORD FORM

FACILITY NAME \_\_\_\_\_ WEEK OF \_\_\_\_\_ TO \_\_\_\_\_

MEAL PATTERN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
S Milk, fluid U Vegetables and/or Fruits or P Full-Strength Juice P (2 or more items) E Bread or Alternate R Meat or Alternate Other Foods					



[illegible]

Instructions For Completing Daily Menu Planning and Production WorksheetItem Number

- 1 Write the calendar date this menu is served, showing month, day, and year.
- 2 Record all menu items you serve this date in the appropriate section.
- 3 Enter the name of each food you use to meet meal or snack requirements. For a menu item like beef pot pie, the foods that meet the meal requirements at lunch or supper would be as follows: stew beef would meet the meat/meat alternate requirement; potatoes and carrots in the pie would meet part of the fruit/vegetable requirement; the pie crust would meet part or all of the bread/bread alternate requirements.
- 4 Enter quantity of each ingredient or food item used to meet the meal requirements. Use weights, measures or number, for example, stew beef, 10 lbs.; potatoes, 3 lbs.; etc.
- 5 Enter the portion or serving size of each menu item you serve (e.g., 5 oz. pie, 1/2 cup juice). Serving sizes can be shown in measures (such as cup measures, scoop size, ladle size), weight, or number (such as medium apple).
- 6 Enter number of children served at each meal/snack.
- 7 Enter the adults served at each meal/snack.

## Daily Menu Planning and Production Worksheet

Date \_\_\_\_\_ (1)

ATTACHMENT P

Meal Pattern	Menu (2)	Food Item Used (3)	Quantity Used (4)	Size Serving (5)	Children (6)	Adults (7)
<b>BREAKFAST</b>						
Milk, fluid						
Juice or Fruit or Vegetable						
Bread/Bread Alternate including Cereal						
<b>A.M. SNACK</b>						
(Select two of these four components)						
Milk, fluid						
Juice or Fruit or Vegetable						
Bread/Bread Alternate including Cereal						
Meat/Meat Alternate						
<b>LUNCH</b>						
Milk, fluid						
Meat and/or Meat Alternate						
Vegetables and/or Fruits (2 or more)						
Bread/Bread Alternate						
Other Foods						
<b>P.M. Snack</b>						
(select two of these four components)						
Milk, fluid						
Juice or Fruit or Vegetable						
Bread/Bread Alternate including Cereal						
Meat/Meat Alternate						



Meal Pattern	Food Item					Children (6)	Adults (7)
	Menu (2)	Used (3)	Quantity Used (4)	Size Serving (5)			
SUPPER							
Milk, fluid							
Meat and/or Meat Alternate							
Vegetables and/or Fruits (2 or more)							
Bread/Bread Alternate							
Other Foods							

Inventory Control Sheet Instructions

The value of the beginning inventory will be determined by taking a physical count before the food service operation begins. The value of the beginning inventory thereafter is the same as the ending inventory for the previous month.

A complete physical inventory of all purchased foods, commodities, and supplies on hand must be taken at the end of the reporting period.

For ease in taking a physical count of foods in storage, arrange the items according to food groups in the storage area and arrange each group in alphabetical order, for example, canned fruits and fruit juices - apples, apricots, etc. Store food in cases, boxes, or other containers marked with the date received and cost per unit to facilitate the taking of inventories.

- Column 1. Enter the name of the food item, such as asparagus, green beans, or mayonnaise.
- Column 2. Enter the size pack, such as, 6/#10 case, #50 bag, or #10 can. If different size containers of the same food item are on hand, use a separate line for each size and a separate line for each different unit cost of the same size pack.
- Column 3. Enter the number of units (of the size shown in column 2) found on hand from actual count.
- Column 4. Enter the unit cost for the size unit shown in column 2. (Use the unit cost written on package or unit).
- Column 5. Obtain the total cost by multiplying the number of units (column 3) by the unit cost (column 4) and enter in column 5.

Add column 5 (total cost) for all pages for the inventory at the end of the month. This total is the value of the ending inventory.

THIS IS A PERMANENT SOURCE DOCUMENT AND MUST BE RETAINED FOR A PERIOD OF 3 YEARS AFTER THE END OF THE FISCAL YEAR TO WHICH IT PERTAINS.

## Inventory Control Sheet

Institution Name \_\_\_\_\_

Date \_\_\_\_\_ 19\_\_\_\_ Beginning Inventory\$ \_\_\_\_\_

[illegible]

Ending Inventory \$ \_\_\_\_\_



Worksheet for Cost of Food Used

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_  
 Institution Name Month Year

## (4) COST OF FOOD USED:

(a) Beginning inventory \$ \_\_\_\_\_  
 (b) Inventory adjustment (+ or -) \_\_\_\_\_  
 (c) Purchases (including milk) \_\_\_\_\_  
 (d) Total food available \$ \_\_\_\_\_  
 (e) Less ending inventory - \_\_\_\_\_  
 (f) Total cost of food used \$ \_\_\_\_\_

## Instructions

- (1) Name of institution
- (2) Self-explanatory
- (3) Self-explanatory
- (4)
  - a. Enter dollar value of beginning inventory.
  - b. Enter amount of adjustment (plus or minus) for any transfer, spoilage, pilferage, etc. (Please explain any adjustment on the back of this form.)
  - c. Enter the dollar value of all food purchases made during the month. This should equal food expenditures.
  - d. Add 4a and 4c and + or - 4b.
  - e. Enter dollar value of ending inventory.
  - f. Item 4a (+b or -b) + c - e = 4f (Total Cost of Food Used)

Transfer the total arrived at in 4f to your reimbursement voucher.

Records Necessary For Prorated Labor Costs

For staff members who work part time on the CCFP and part time in other duties or in other programs, the institution must prorate costs so that only the CCFP activity is claimed for reimbursement. The amount the institution claims may be based on a percentage of time or other stipulated dollar amount. This amount must be approved in advance by the administering agency. The institution must base this amount on a reasonable approximation of labor cost actually incurred by the CCFP. Generally, the administering agency will require the institution to provide evidence (such as a 2-week work study) to substantiate the amount of time these employees devote to food service. Such amounts must not result in increasing any individual's salary or represent dual funding for the same activity.

Records of Labor Costs

- A. Daily time sheets completed by the employee showing the total number of hours spent on food service.

OR

- B. Copy of an annual work study for each employee to establish the average amount of time spent on food service each day. This study must cover a 2-week period and each meal type for which the institution seeks reimbursement.

OR

- C. An approved allocation formula in those situations where the employee is paid by other Federal, State, or local governmental sources for day care services that may duplicate USDA payments.

Summary Of Administrative Expenses

Name of Institution \_\_\_\_\_

Month and Year \_\_\_\_\_

Position	No. of People in that Position	Salary Per Hour	No. of Hours Spent on Food Service	Total
_____	X _____	X _____	= _____	
_____	X _____	X _____	= _____	
_____	X _____	X _____	= _____	
_____	X _____	X _____	= _____	
_____	X _____	X _____	= _____	
_____	X _____	X _____	= _____	

1. Salary total \_\_\_\_\_

2. Transportation \_\_\_\_\_

3. Communications \_\_\_\_\_

4. Rental of office space \_\_\_\_\_

5. Office supplies \_\_\_\_\_

6. Utilities \_\_\_\_\_

7. Other (specify) \_\_\_\_\_

TOTAL \_\_\_\_\_



### Administrative Mileage Record

Name of Employee \_\_\_\_\_

Date

Odometer  
Reading  
Start

Odometer  
Reading  
Stop

Number  
of  
Miles

## Itinerary

Signature of Employee

Child Care Food Program PublicationsSOURCE

- |  |                      |
|--|----------------------|
| 1. <u>Food Buying Guide for Child Care Centers</u><br>USDA, FNS-108, Slightly Revised 1980                 | Administering Agency |
| 2. <u>A Planning Guide for Food Service in Child Care Centers</u> USDA, FNS-64, Revised 1980               | Administering Agency |
| 3. <u>Quantity Recipes for Child Care Centers</u><br>USDA, FNS-86, Slightly Revised 1979                   | Administering Agency |
| 4. <u>Food Chart</u> USDA, PA-1165, Revised 1980   | Administering Agency |
| 5. <u>Providing Food with Care: A Guide for Day Care Homes in the Child Care Food Program</u><br>(PA-1266) | Administering Agency |

For additional audiovisual and print materials related to food service and nutrition education for children, contact the Food and Nutrition Information Center (FNIC). FNIC materials include books, journal articles, pamphlets, government documents, special reports, proceedings, and bibliographies. In addition, FNIC maintains a collection of nonprint media in the form of films, filmstrips, slides, games, charts, audiotapes, and video cassettes. Contact:

The Food and Nutrition Information Center  
National Agricultural Library, Room 304  
Beltsville, Maryland 20705

There are many other sources of information about nutrition within your own community. They can provide you with valuable resource materials, filmstrips, bibliographies, and contacts to expand or improve your organization's nutrition resource center. Contact your local office of any of these groups for more information.

Cooperative Extension Service (county extension agent)

Department of Health and Human Services,  
Food and Drug Administration

Health Department

Public Library

Department of Social Services or Public Welfare

College or University Home Economics Department

Dairy Council

American Dietetics Association (or State level office)

American School Food Service Association (or State level office)

Utility Company Home Service Department









